

**Skills Check**

Difficulty	1
Formatting	<input checked="" type="checkbox"/>
Functions	<input checked="" type="checkbox"/>
Charts	<input checked="" type="checkbox"/>
Sorting	<input checked="" type="checkbox"/>
Extrapolating	<input type="checkbox"/>

The information shows the teams in the top half of the English Premier League at the end of the 2002/3 season.

Team	Played	Won	Drawn	Lost	Goals For	Goals Against
Man City	38	15	6	17	47	54
Newcastle	38	21	6	11	63	48
Tottenham	38	14	8	16	51	62
Southampton	38	13	13	12	43	46
Liverpool	38	18	10	10	61	41
Arsenal	38	23	9	6	85	42
Everton	38	17	8	13	48	49
Blackburn	38	16	12	10	52	43
Chelsea	38	19	10	9	68	38
Man Utd	38	25	8	5	74	34

**Tasks**

- Open** a new spreadsheet and copy the data. **Increase** the size of the first row to 40 pixels.
  - Select the first row again. Click on '**Format**' from the main menu then select 'Cells'. Click on the 'Alignment' tab and choose to 'Wrap text'. Change the vertical font alignment to 'Top'.
  - Click on cell H1 and type the heading "**Goal Difference**". Click on cell H2 and type the formula =F2-G2 (the number of 'Goals For' minus the number of 'Goals Against'). Fill down the column.
  - Click on cell I1 and type the heading '**Points**'. Click on cell I2 and type the formula =C2\*3+D2\*1. This will calculate the total using 3 points for a win, 1 point for a draw and 0 points for a loss. Fill down.
  - Select cells A2:I11. Click on 'Data' in the main menu and select '**Sort**'. Make sure the 'Header Row' button has been selected. Choose to sort by 'Points' and 'Descending' (starting with the highest).
- NOTE.** Whenever sorting, you must select **complete rows** of data. Sorting selected columns or cells will result in the data being mixed up and rendered useless.
- Give the first column a **width** of 100 pixels by dragging the dividing line in the grey section at the top.
  - Select row 1. Click on 'Insert' in the main menu and select 'Rows'. Repeat this to insert a second row. Click on the new cell A1 and type the title "English Premier League". Format as Arial, size 28, bold, red text.
  - Select all Team Names and their heading cell (A3 to A13). Hold down the Ctrl (or ⌘) key and select the goal differences and their heading cell (H3 to H13). Create a **column chart** using the wizard. Accept all settings as they are suggested (simply click on the 'Finish' button).
  - Move** the chart below the data, and stretch it so that it fills the columns you have used.
  - Double-click on one of the club names in the chart. Under the '**Font**' tab, select size 8 text. Under the '**Alignment**' tab, select an angle of -45° and an offset of 1000.
  - Add some more **formatting** to your data and chart.
  - Save** your work as "Premier League".