

Table Instructions

Your Excel document should look like the example.

Range and Measures of Central Tendency				
Player	Range	Mean	Median	Mode
Name	###	###	###	###
Name	###	###	###	###
Name	###	###	###	###

Title

Bold

Merge and center

Font size 14

Column Headings

Bold

Aligned center

Font size 12

Format

- Column width: 12
- Cells
 - ✓ Borders: Outline – line style thick
 - Inside – line style thin

Players' names

Aligned left

Font size 12

Calculations for range and measures of central tendency

Aligned right

Font size 12

All calculations should be correct. Check your work! Ask your partner to check your calculations!

Print preview

Setup

- Page
 - ✓ Orientation: landscape
 - ✓ Scaling: 200% normal size
- Margins
 - ✓ All margins and header and footer 0.5"
 - ✓ Center on page: horizontally and vertically
- Header/Footer
 - ✓ Custom footer: Right section – include name, date, and class

Check your document! Ask your partner to check your document!