

# Hitters

Create the following spreadsheet→

STATISTICS OF THE TOP FIVE HITTERS					
Last Name	First Name	Singles	Doubles	Triples	Home Runs
SUN	LU CHE	53	5	9	1
SANCHEZ	AL	41	11	2	12
MYERS	BILL	17	19	0	19
RUIZ	HECTOR	25	5	8	3
HORAN	LEE	22	6	2	8

1. Add a column; use a two-line heading TOTAL HITS (similar to HOME RUNS)
2. In this column, calculate the total hits for each player.
3. Bold and center all column headings.
4. Insert a picture relating to baseball to this spreadsheet.
5. Add a TOTAL row and calculate the number of singles, doubles, triples, home runs, and total hits for all players.
6. Highlight the player names and change the alignment so that it's angled at 45 degrees.
7. Add your name in Word Art to the bottom of this sheet.
8. Sort this spreadsheet by the players last names.
9. Rename the sheet tab as hits and save this workbook as hits, too.
10. Print the values and formulas

