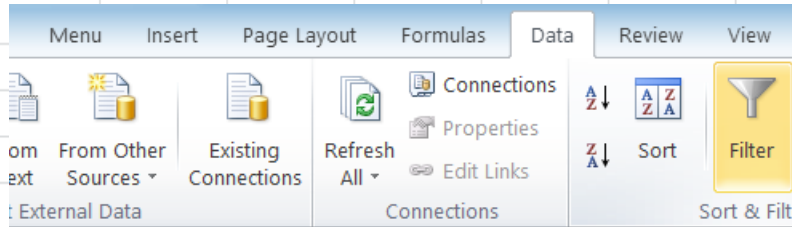


Using Spreadsheets In Athletics

Don't be Afraid of Excel

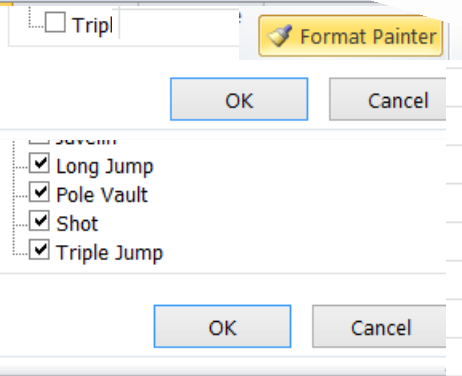
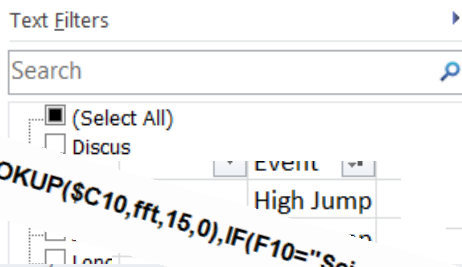


January
February
March
April
May
June
July
August
September
October
November

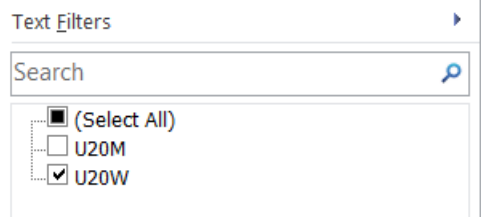
January

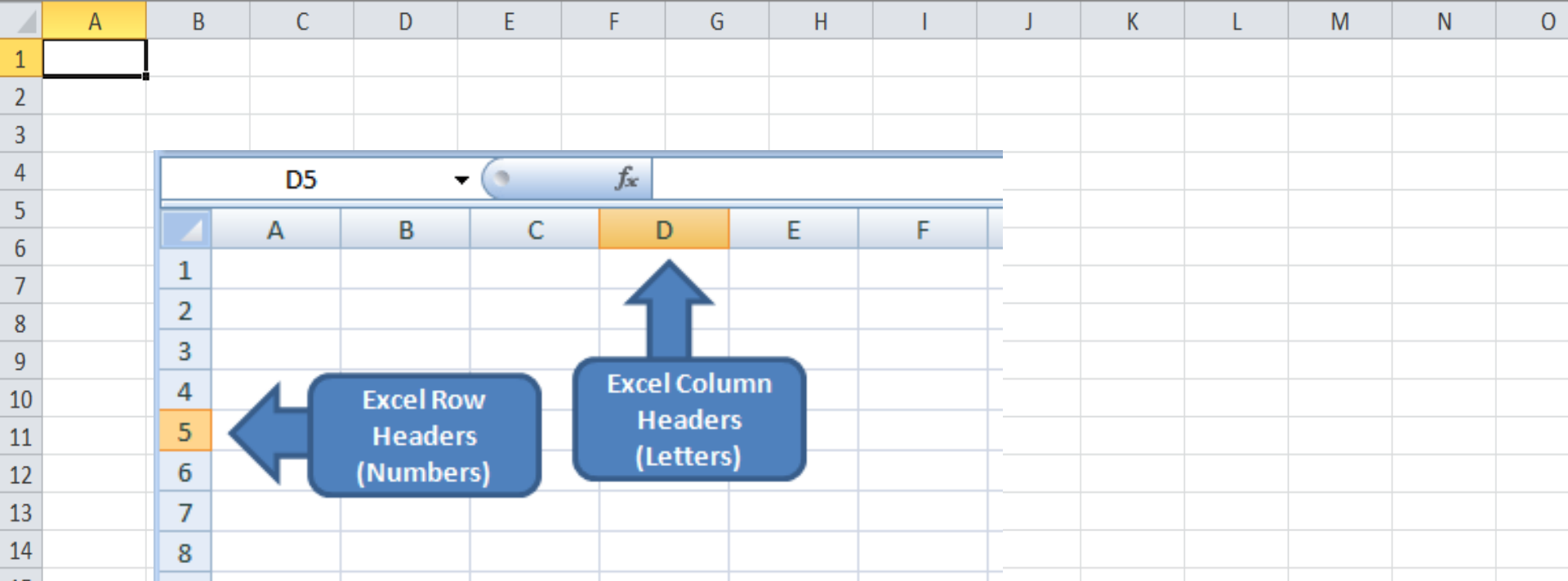
=IF(F10="Mathematics",VLOOKUP(\$C10,fft,19,0),IF(F10="English",VLOOKUP(\$C10,fft,15,0),IF(F10="Science",VLOOKUP(\$C10,fft,23,0),VLOOKUP(\$C10,fft,26,0))))

B	C	D	E	F	G
	Event				
	High Jump				
3					
4	Javelin				
5	High Jump				
6	Long Jump				
7	Pole Vault				
8	Shot				



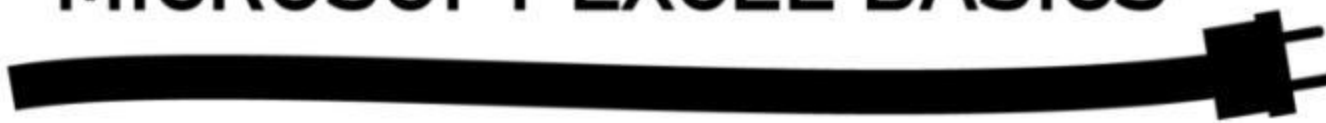
April
May
June
July
August
September
October
November
December





WHAT DO YOU WANT TO PLUG INTO?

MICROSOFT EXCEL BASICS



It Doesn't have to be EXCEL, there are other FREE spreadsheet packages, such as Google Sheets, Kingsoft Office, Libre Office.....

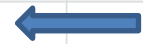
Types of things you can put into Excel

- Text - Mens 200m
- Numbers
 - Whole numbers (Integers) - 1,2,3,4
 - Real Numbers (Decimals) - 9.58
- Times - 10:10
- Currency £5.00
- Dates - 12/12/2012 or 12th December 2012
- **FORMULAS** - **=Vlookup(A2,Events,3,0)**

Simple things to remember

- If you mix numbers and text in a cell, then it is taken as text!
- If you type in 12.30 it will change to 12.3 (Unless you have changed the FORMAT)
- ALL FORMULAS start with an EQUALS sign
 - E.g. =5*6 or =45*20% or =A2/C2
- Maths symbols + - / * < > %

Formatting Cells



Format Cells

Number Alignment Font Border Fill Protection

Category:

- General
- Number**
- Currency
- Accounting
- Date
- Time
- Percentage
- Fraction
- Scientific
- Text
- Special
- Custom

Sample

Decimal places: 2

Use 1000 Separator (,)

Negative numbers:

- 1234.10
- 1234.10
- 1234.10
- 1234.10

Number is used for general display of numbers. Currency and Accounting offer specialized formatting for monetary value.

Number Alignment Font Border Fill Protection

Text alignment

Horizontal: General Indent: 0

Vertical: Bottom

Justify distributed

Text control

Wrap text

Shrink to fit

Merge cells

Right-to-left

Text direction: Context

Orientation

0 Degrees

Number Alignment Font Border Fill Protection

Line

Style:

None

Color: Automatic

Presets

None Outline Inside

Border

Text Text

Text Text

Number Alignment Font Border Fill Protection

Background Color:

No Color

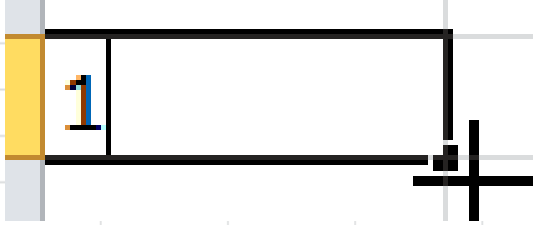
Pattern Color: Automatic

Pattern Style:

Fill Effects... More Colors...

The selected border style can be applied by clicking the presets, preview diagram or the buttons above.

Copying Cells



1
1
1
1
1
1
1
1
1
1
1
1
1
1
1
1
1
1
1
1
1
1

- Copy Cells
- Fill Series
- Fill Formatting Only
- Fill Without Formatting

1
2
3
4
5
6
7
8
9
10
11
12

- Copy Cells
- Fill Series
- Fill Formatting Only
- Fill Without Formatting

January
February
March
April
May
June
July
August
September
October
November
December

- Copy Cells
- Fill Series

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
--------	---------	-----------	----------	--------	----------

- Copy Cells
- Fill Series

Named Ranges

One of the most useful options in any spreadsheet is the ability to select a GROUP of cells
And then to give this group a Name. This then is a Named Range

A1	
	A
1	Officials
2	Andrew Ainsley
3	Anne Brown
4	Barbara Brown
5	David Corey
6	Geoff Day
7	Geraldine Douglas
8	Gordon Farquhar
9	Heather Weetman
10	Keith Fletcher
11	Kevin Hodson
12	Maggie Reade
13	Morna Lyons
14	Neville Mee
15	Nick Murphy
16	Pam Nelson
17	Pat Durbin
18	Roland Sleigh
19	Rowena Taylor
20	Stuart Trace
21	Suzanne Berrington
22	Tony Ferrier

Type in the
info



Highlight the
info



A22	
	A
1	Officials
2	Andrew Ainsley
3	Anne Brown
4	Barbara Brown
5	David Corey
6	Geoff Day
7	Geraldine Douglas
8	Gordon Farquhar
9	Heather Weetman
10	Keith Fletcher
11	Kevin Hodson
12	Maggie Reade
13	Morna Lyons
14	Neville Mee
15	Nick Murphy
16	Pam Nelson
17	Pat Durbin
18	Roland Sleigh
19	Rowena Taylor
20	Stuart Trace
21	Suzanne Berrington
22	Tony Ferrier

Type in the
Name for this
Set of info into
The 'Name' box



Officials	
	A
1	Officials
2	Andrew Ainsley
3	Anne Brown
4	Barbara Brown
5	David Corey
6	Geoff Day
7	Geraldine Douglas
8	Gordon Farquhar
9	Heather Weetman
10	Keith Fletcher
11	Kevin Hodson
12	Maggie Reade
13	Morna Lyons
14	Neville Mee
15	Nick Murphy
16	Pam Nelson
17	Pat Durbin
18	Roland Sleigh
19	Rowena Taylor
20	Stuart Trace
21	Suzanne Berrington
22	Tony Ferrier

You can now use this name to refer to the info in Validation and formulas

Validation – Drop Down Lists

- To be able to use Drop Down Lists you can make use of your Named ranges (e.g. Officials)

The diagram illustrates the process of creating a drop-down list in Excel. It shows a sequence of actions:

- Starting with a selected cell in the worksheet.
- Navigating to the **Data** tab and clicking on **Data Validation**.
- Opening the **Data Validation** dialog box.
- Configuring the dialog box:
 - Settings** tab: **Allow:** List, **Source:** =Officials, **Ignore blank** and **In-cell dropdown** checked.
 - Input Message** tab: (shown in a separate view).
- The resulting drop-down list in the cell, showing names: Andrew Ainsley, Anne Brown, Barbara Brown, David Corey, Geoff Day, **Geraldine Douglas** (selected), Gordon Farquhar, and Heather Weetman.

http://www.youtube.com/watch?v=VDwFTSQ-OQA&feature=player_detailpage

Useful Built-in Formula(Functions)

- `=SUM(C3:C12)` - adds together all the values in cells C3 to C12.
- `Average(C3:C12)` – Finds the Average of all the values in cells C3 to C12.
- `Min(C3:C12)` –Finds the MINIMUM value of all values in cells C3 to C12.
- `Max(C3:C12)` –Finds the MAXIMUM value of all values in cells C3 to C12.

VLOOKUP

- A very powerful and useful function for extracting information from sets of data

No.	Event	Time	Event	Age Group+No's	Implement	Competitors
1	F2	10:00	Hammer	U20M	6kg	10
2	F3	11:00	Discus	U20W	4kg	9
3	F4	11:00	Javelin	U20M	700g	9
4	F8	12:00	Shot	U20M	6kg	8
5	F11	13:00	Hammer	U20W	4kg	6
6	F12	14:00	Discus	U20M	1.75kg	6
7	F13	14:00	Shot	U20W	4kg	6
8	F14	14:00	Javelin	U20M	700g	9

- Using Vlookup and just a Number from the first column it is simple to find out any piece of information in that row of data
- What is he talking about???

Using VLOOKUP

To be able to extract an use information such as the implement type and weight for No. 4
The formula would be

	A	B	C	D	E	F	G
1	No.	Event	Time	Event	Age Group+No's	Implement	Competitors
2	1	F2	10:00	Hammer	U20M	6kg	10
3	2	F3	11:00	Discus	U20W	4kg	9
4	3	F4	11:00	Javelin	U20M	700g	9
5	4	F8	12:00	Shot	U20M	6kg	8
6	5	F11	13:00	Hammer	U20W	4kg	6
7	6	F12	14:00	Discus	U20M	1.75kg	6
8	7	F13	14:00	Shot	U20W	4kg	6
9	8	F14	14:00	Javelin	U20M	700g	9

Here is part of a Field Timetable. Imagine it has been given the Name 'TmTbl'

=vlookup(A24,TmTbl,4,0)

This would give **Shot**

=vlookup(A24,TmTbl,6,0)

This would give **6Kg**

A	B	C
ID	Implement	Weight
4	Shot	6kg

ID	Implement	Weight
4	=VLOOKUP(A24,TmTbl,4,0)	=VLOOKUP(A24,TmTbl,6,0)

1															
2			Event	=VLOOKUP(B2,EOSheet,4,0)&" "&VLOOKUP(B2,EOSheet,5,0)											
3			1												
4			=VLOOKUP(B2,EOSheet,2,0)	="Event Time "						="No. Of Competitors =VLOOKUP(B2,EOSheet,3,0) "&VLOOKUP(B2,EOSheet,7,0)					
5															
6				Item No.	Name	Description	Sign In	Sign Out							
7	1			=VLOOKUP(B2,EOSheet,2,0)&"/"&A8											
8	=A8+1			=VLOOKUP(\$B\$2,EOSheet,2,0)&"/"&A9											
9	=A9+1			=VLOOKUP(\$B\$2,EOSheet,2,0)&"/"&A10											
10	=A10+1			=VLOOKUP(\$B\$2,EOSheet,2,0)&"/"&A11											
11	=A11+1			=VLOOKUP(\$B\$2,EOSheet,2,0)&"/"&A12											
12	=A12+1			=VLOOKUP(\$B\$2,EOSheet,2,0)&"/"&A13											
13	=A13+1			=VLOOKUP(\$B\$2,EOSheet,2,0)&"/"&A14											
14	=A14+1			=VLOOKUP(\$B\$2,EOSheet,2,0)&"/"&A15											
15	=A15+1			=VLOOKUP(\$B\$2,EOSheet,2,0)&"/"&A16											
16	=A16+1			=VLOOKUP(\$B\$2,EOSheet,2,0)&"/"&A17											
17	=A17+1			=VLOOKUP(\$B\$2,EOSheet,2,0)&"/"&A18											
18	=A18+1			=VLOOKUP(\$B\$2,EOSheet,2,0)&"/"&A19											
19	=A19+1			=VLOOKUP(\$B\$2,EOSheet,2,0)&"/"&A20											
20	=A20+1			=VLOOKUP(\$B\$2,EOSheet,2,0)&"/"&A21											
21	=A21+1			=VLOOKUP(\$B\$2,EOSheet,2,0)&"/"&A22											

Event	Hammer U20M			
F2	Event Time	10:00	No. Of Competitors 10	
Item No.	Name	Description	Sign In	Sign Out
F2/1				
F2/2				
F2/3				
F2/4				
F2/5				
F2/6				
F2/7				
F2/8				
F2/9				
F2/10				
F2/11				
F2/12				
F2/13				
F2/14				
F2/15				
STADIUM			PRIVATE	
			Total	

Using Vlookup to create Sign-in sheets for Field Event implements

The need for the \$

- If you want to copy a formula that refers to a particular cell and KEEP all of part of that cell reference then you can either Name the cell or just use the \$ as part of the formula
- E.g. if cell A1 contains a value you want to use again and again, especially if you want to copy then formula you can use the \$ in the formula
- $=\$A1*B1$ Copy this down and you will get
 - $=\$A1*B2$
 - $=\$A1*B3$
 - $=\$A1*B4$
- $=\$A1 Copy this across and you will get
 - $=\$A$1*E7$ $=\$A$1*F7$ $=\$A$1*G7$ $=\$A$1*H7$

	A	B	C	D	E	F	G	H	I
1	12								
2	5	$=\$A$1*B$							
3	6	$=\$A$1*B$	20	30	40	50	60		
4	7	$=\$A$1*B$	$=A1*E3$	$=D1*F3$	$=E1*G3$	$=F1*H3$	$=G1*I3$		
5	8	$=\$A$1*B$							
6									
7			20	30	40	50	60		
8			$=\$A$1*E7$	$=\$A$1*F7$	$=\$A$1*G7$	$=\$A$1*H7$	$=\$A$1*I7$		
9	5	$=A1*B9$							
10	6	$=A2*B10$							
11	7	$=A3*B11$							
12	8	$=A4*B12$							

	A	B	C	D	E	F	G	H	I
1	12								
2	5	60							
3	6	72	20	30	40	50	60		
4	7	84	240	0	0	0	0		
5	8	96							
6									
7				20	30	40	50	60	
8				240	360	480	600	720	
9	5	60							
10	6	0							
11	7	0							
12	8	0							

Using \$

Not Using \$