

This is in 2 parts:

1. How to print out master sheets.

2. How to calculate the results.

Part 1.

How to print out the master sheets.

Most of the time, all you will have to do to print out the sheets is hit the print button. To see if that's all you have to do is click "File" & then "Print Preview". If all the pages have entries on them, just hit "Print".

If there are blank pages (besides headings), you'll have to set the print area first. To do this you have to highlight all the cells that you want to print. In Week 1's case it is cells A1 to T218. You can highlight the cells manually by clicking & holding the left mouse button on the cell you want to start at (A1 or T218), then highlighting all the cells to the end (T218 or A1), then releasing the mouse button. I find it easier to start at the last cell (T218) and then highlighting to the first cell (A1). The screen should look something like this:

Microsoft Excel - Week 1.xls [Read-Only]

File Edit View Insert Format Tools Data Window Help

Type a question for help

Print Area

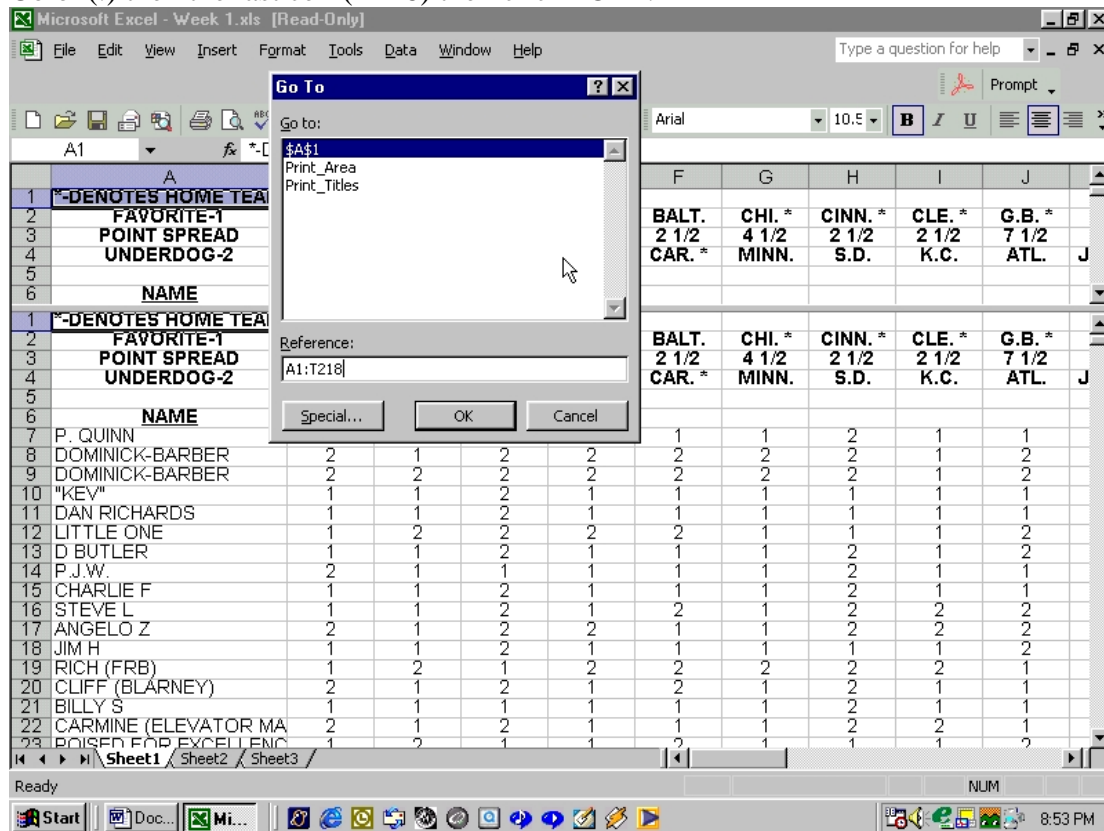
	A	B	C	D	E	F	G	H	I	J
1	*-DENOTES HOME TEAM	THURS.								
2	FAVORITE-1	S.F	JETS	TENN. *	WASH. *	BALT.	CHI. *	CINN. *	CLE. *	G.B. *
3	POINT SPREAD	3 1/2	2 1/2	1 1/2	7 1/2	2 1/2	4 1/2	2 1/2	2 1/2	7 1/2
4	UNDERDOG-2	GIANTS*	BUFF. *	PHIL.	ARIZ.	CAR. *	MINN.	S.D.	K.C.	ATL.
5										
6	NAME									
7	P. QUINN	2	1	2	1	1	1	2	1	1
8	DOMINICK-BARBER	2	1	2	2	2	2	2	1	2
9	DOMINICK-BARBER	2	2	2	2	2	2	2	1	2
10	"KEV"	1	1	2	1	1	1	1	1	1
11	DAN RICHARDS	1	1	2	1	1	1	1	1	1
12	LITTLE ONE	1	2	2	2	2	1	1	1	2
13	D BUTLER	1	1	2	1	1	1	2	1	2
14	P.J.W.	2	1	1	1	1	1	2	1	1
15	CHARLIE F	1	1	2	1	1	1	2	1	1
16	STEVE L	1	1	2	1	2	1	2	2	2
17	ANGELO Z	2	1	2	2	1	1	2	2	2
18	JIM H	1	1	2	1	1	1	1	1	2
19	RICH (FRB)	1	2	1	2	2	2	2	2	1
20	CLIFF (BLARNEY)	2	1	2	1	2	1	2	1	1
21	BILLY S	1	1	1	1	1	1	2	1	1
22	CARMINE (ELEVATOR MA	2	1	2	1	1	1	2	2	1
23	POISED FOR EXCELLENC	1	2	1	1	2	1	1	1	2

Sheet1 Sheet2 Sheet3

Ready Sum=13303.5 NUM

8:47 PM

Another way to highlight the cells is to click on “Edit” & then “Go To” (sometimes you’ll need to click on the arrows at the bottom of the “Edit” menu to see “Go To”). After you click on “Go To”, in the “Reference” box type in the first cell (A1), Colon(:) then the last cell (T218) then click “OK”.



Cells A1 to T218 should have been highlighted.

After you highlight the cells to print, click on “File”, “Print Area”, then “Set Print Area”.

Click on “File” then “Print Preview”. You should see the pages that you highlighted that are going to print.

If it looks alright, click on “Print”. You may have to go into “Setup” (in Print Preview) & change some of the settings to get it to print right. Try playing with the “scaling” to get everything on the page.

Part 2.

How to calculate the results

Go to line 851 (This will stay the same week after week).

You should see “Correct Results” in cell A851.

Starting in cell B851, start entering the correct results (1 or 2) for each game. For the games not played yet, enter “3”.

Go to the beginning of the sheet. In column U you should see the amount of wins that each person has.

To sort:

Highlight rows 7 to last row (In week 1’s case – row 218). To do this, click on the row number all the way on the left, hold left mouse button and highlight down to last row.

Next click on “Data”, then “Sort”. A window will pop up asking how to sort. In the “Sort By” box, scroll down to & select column U. After that click “Descending”, “OK” and then you should have the sheet sorted out.

The screenshot shows the Microsoft Excel interface with a "Sort" dialog box open. The dialog box is configured to sort by "Column U" in "Descending" order. The spreadsheet in the background displays game results for various teams. The first part of the spreadsheet (rows 1-6) contains headers for "POINT SPREAD" and "NAME". The second part (rows 7-23) lists individual players and their results for five games: BALT., CHI., CINN., CLE., and G.B. The results are entered as 1, 2, or 3. The status bar at the bottom shows "Sum=954,5" and "NUM".

	F	G	H	I	J
BALT.	2 1/2	4 1/2	2 1/2	2 1/2	7 1/2
CAR.	2 1/2	MINN.	S.D.	K.C.	ATL.

	F	G	H	I	J
BALT.	2 1/2	CHI.	CINN.	CLE.	G.B.
CAR.	2 1/2	4 1/2	2 1/2	2 1/2	7 1/2
CAR.	2 1/2	MINN.	S.D.	K.C.	ATL.

	F	G	H	I	J
P. QUINN	1	1	2	1	1
DOMINICK-BARBER	2	2	2	1	2
DOMINICK-BARBER	2	2	2	1	2
"KEV"	1	1	1	1	1
DAN RICHARDS	1	1	1	1	1
LITTLE ONE	1	2	2	1	2
D BUTLER	1	1	2	1	2
P.J.W.	2	1	1	1	1
CHARLIE F	1	1	2	1	1
STEVE L	1	1	2	2	2
ANGELO Z	2	1	2	2	2
JIM H	1	1	2	1	2
RICH (FRB)	1	2	1	2	1
CLIFF (BLARNEY)	2	1	2	1	1
BILLY S	1	1	1	1	1
CARMINE (ELEVATOR MA	2	1	2	1	1
POISED FOR EXCELLENCE	1	2	1	1	2

Good Luck