

We want to sort by Column 1 between rows 7 and 21, in ascending (>) order. Pressing Return causes Multiplan to reorganise the names alphabetically, and rearrange the data to match. For example, all the numbers attached to Miami in our original list move with Miami to its new position. Simply by changing the key column in our SORT command, we can also rearrange the table according to the highest scoring team, the teams that have allowed their opponents to score the fewest points, etc.

Sorted Table



Now scroll the screen by pressing the down cursor arrow and find the second portion of the worksheet — the individual team performance record. Two formulae will be used here. The first is a simple SUM formula, to keep a running total of the weekly values. Find the column labelled TOTALS in section two (R24C12). We will want Multiplan to add up the values in each weekly column. Since we will want to copy the formula so that totals are found for all our categories — covering the area from R25C12 through R32C12 — we need to incorporate a relative cell reference. In Multiplan, this is done simply by pointing at the active cells with the cursor.

The formula is entered by typing:

=SUM(

and then pressing the left arrow key until the cursor rests on R25C3. We then type a colon to indicate that a range of cells is being specified. The cursor automatically returns to the cell in which you are entering the formula, so press the left arrow once, with the cursor resting in R25C11, and then press Return. The formula should now look like this:

=SUM(R[-9]C:R[-1]C)

and totals for the values held in the described range should be displayed. Now copy the formula into the range of cells from R26C12 through R32C12 by keeping the cursor on the formula and using the Copy command:

C(opy) d(own) 7 rows

Use the same process to find the totals for YDS RUSH and YDS PASS. The SUM formula is placed in cell R27C3, for yards gained on offense, and R31C3, for yards yielded to the opposing team. The formula is copied to the right eight columns, to cover the full nine-week period.

The second formula, using the IF statement, is a little more complicated, but extremely useful. In our model, we will let Multiplan determine whether a game has been won or lost by comparing the point totals in two categories: Points Scored (by our team) and Points Allowed (the opponents' score). We need a statement like this: If Points Scored > Points Allowed, print WIN, else print LOSS.

Once again we want relative references, and so we use cursor movements to point out the locations of the two values. Place the cursor in R34C3, labelled WIN/LOSS, and enter the formula:

IF(R[-6]C>R[-2]C,"WIN","LOSS")

Conditional (IF...THEN) Construct



Note that text used within formulae must be enclosed in double quotation marks, and parentheses are required surrounding the conditions. Now copy the formula across the row, as before. The model we have created contains data for nine weeks. Because of the screen size, we cannot see either the labels on the left edge of our team record, or the totals on the right. But we can split the screen into two windows, which can be scrolled together or independently.

We will want to split the screen vertically at column 3, so we press W(indow) and S(split), followed by V(ertical). Multiplan will then display: WINDOW SPLIT VERTICAL at column: ___linked YES/NO. Split Screen Display



You need to input column 3, move the cursor to NO, and press Return. If the windows are not linked, they can be scrolled separately. Now the labels can be seen no matter what portion of the worksheet is being viewed. To close the window, you type W(indow) C(lose), followed by its number.

In the next instalment of the course, we will be looking at one of the more refined offerings among spreadsheets — Lotus 1-2-3.

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American Football

For those unfamiliar with American football, here is a brief explanation of the terms used. Two teams of 11 players take turns trying to move a cigar-shaped ball across a goal line. Opposing goals are 100 yards apart. The ball can be carried by a runner, thrown forward as a pass, or kicked between the goalposts. Three points are scored for a kick (called a field goal); six points are awarded for a carry or pass across the line (called a touchdown); and one for a kick following a touchdown (appropriately called a point after touchdown).

Each team has four attempts, or 'downs', to move the ball 10 yards closer to the goal. If successful, they can continue toward the goal with another four downs. When a player carries the ball, it is called a rush, and the number of yards 'rushed' by a team is an indication of how far the ball has been carried during the game. The number of yards 'passing' means how far the ball has been thrown.

There are two 'conferences' in the National Football League (the USA's primary professional league) — the American Conference and the National Conference. Teams play a 16-game season that begins in September and culminates in the Super Bowl in January. The Super Bowl is contested by the best team from each conference.