CLIPPERS #2

# Open up the Clippers #1 file and use the “Save As”… command to rename the file Clippers2

You are going to make the following changes to this new file.

**read all the instructions before you begin… it might help you do the exercise easier.**

1. Change the paper size from letter to “legal” and orientation to “landscape”. Change all margins to 0.4”
2. Add a new “Graduation” column and place to the right of the “College” column. Insert the person’s full graduation year (1996, not ’96). If the person did not graduate (it is blank in the “from” column) then put in the abbreviation: DNG. To calculate a player’s graduation year, subtract the year in the league from this year (2014).
3. Move the “Years” column beside the “Number” column. You may have to redo the line draw.
4. Make sure all your column headings are spelled out in full… no abbreviations.
5. Add a new player, Kevin Durant, to the roster. Get his information from NBA.com. Change his number to one that is not already taken.
6. The head coach has been demoted to an assistant coach, you have been promoted to head coach.
7. Expand the Birthdate column -- write out the whole form of the birthdate. (ex: February 7, 1974)
8. Just below the player’s roster, define what a single star (\*), and “C” mean. Make Blake Griffin the captain of the team. Make all the players whose jersey number is a prime number appear injured.
9. Sort the player’s table such that all the guards are together, all the forwards are together and all the centers are together. The player’s jersey number breaks any ties… smallest to largest.
10. Insert a bottom row just after the last player -- put in the title “total team weight”. I would like you to use “Layout > Formula” button to get the total team weight. Before this formula will work properly though, you will have to eliminate the “lbs.” from each cell. Put this “lbs.” in the column heading.
11. Eliminate the ½” indent for the two tables that was done in part 1.
12. Use WordArt to create a new look for the main title and subtitle. Use any banner from AutoShape. Put in your initials (uppercase) inside the banner. Make the banner, main title and subtitle all the same width. Center the title over the whole table (you can eyeball this).
13. Change the fill of the column headings to **black**… the letters are to be white. You will also have to change the vertical lines separating the columns to white and 1 pt. in thickness.
14. You need to insert two Clippers logos on both sides of your main title. Easiest way is to do a search for “Los Angeles Clippers Logo” at Google.ca under the “images” tab.
The two logos must align with the outside edges of the table and the top of the main title… the two logos are also the same height (bit tricky).
Hint: Use the grid (“View > Gridlines”)

**Really important note: Double check to make sure you have done steps #1 to #14 before you proceed to #15… once things have been rotated and merged it is very hard (and frustrating) to go back and make changes.**

1. Instead of the subtitles being separate from the rest of the table, you are going to incorporate them vertically on the sides. You will have to experiment with the “Layout” menu – using the eraser, or the merge button, is a good first step… then look at one of the icon buttons. Change the subtitle names to “Players” and “Staff”. Increase the font size to 24 pt. and center them vertically and horizontally.
2. Clippers #2 must fit all onto 1 legal-sized page… this may mean changing the font size and/or the style in your tables.
3. Double check to ensure everything looks good.

**This is something like your table will look like (mine has some mistakes or omissions)**



Los Angeles Clippers

2011-12 Roster

KJ

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Players** | **Number** | **Years** | **Player** | **Position** | **Height** | **Weight (lbs)** | **Birthdate** | **School** | **Graduation** |
| 32 | 1 | Blake Griffin | Forward | 6’10” | 251 | March 16, 1989 | Oklahoma | 2009 |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| total team weight | 251 |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  **Staff** | **Position** | **Name** | **College** |
| Head Coach |  |  |
| Assistant Coaches |  |  |
|  |  |
|  |  |
|  |  |
| Trainer |  |  |