

Manipulating Data in Excel for the 12-Minute Run

- NOTE: “Save” frequently as you go along!
- Center heading and change to **bold** type
- Center all data except “Name”
- Adjust column widths: Name = 85 pixels, others 50 pixels
- Sort male data by distance and then HR (both “descending”)
- Convert all weights to kg (lbs./2.2) and round to whole kg
- Convert all distances to miles (divide laps by 8) and round to hundredths (2 places)
- Convert all heart rates to bpm from the 15 sec values recorded and round to whole numbers
- Be certain to remove all “0” values for HR (blank = no score)
- Calculate male means for all numeric variables
- Ensure that mean values are rounded appropriately
- Label means “Male Means” and bold the label and the values
- Add a “light” border to all cells except the title and then add “heavy” border around outside of data cells as well as around the data headings
- Center the title across all five columns
- Save again. (You should have saved the file at least half a dozen times by now!)

TO CUT AND PASTE DATA INTO WORD:

- Select in Excel only the cells you want to include and “Copy” them
- Move to MS Word and place the cursor on a blank line where you want to insert the table
- Use “Paste Special” from the “Edit” menu and choose “Picture (Enhanced Metafile)”
- Size the table as appropriate by clicking and dragging on a “corner” handle, never the handles in the middle of a side or the top (which distorts).