# MS Excel Tennis Portfolio - Part 3

In my first two sections, I collected and organized data for each women’s singles Grand Slam champion. Then, I customized the “RESULTS” column using cell styles. Based on the worksheets that I created for each year, I created a new worksheet for each woman called “YTD Stats”. I organized the “YTD Stats” worksheet into a table with the following headings:

* YEAR
* NUMBER OF TOURNAMENTS PLAYED
* NUMBER OF TITLES WON
* WINS
* LOSSES
* WINNING PERCENTILE RANGE

When I entered in the years in the “YEAR” column, I started with the year that each woman made her debut on the WTA tour. I’ll use Serena as an example. Serena made her debut on the tour in 1995. So, in cell B2, I entered in “1995”. I can manually enter in the years vertically down from cell B2. But that would take a long time. So, the easiest, quickest way to add in the rest of the years would be to use the fill down tool. The fill down tool let me quickly copy content into adjacent cells by dragging the fill handle. The fill down tool is a black cross located in the lower right-hand corner of a cell. It can be used vertically down or horizontally to the right when a formula or content is copied over.

For “NUMBER OF TOURNAMENTS PLAYED”, I selected the cells that had the names of each tournament in the “TOURNAMENT” column and pressed “CTRL”. In the lower-right hand corner of my Excel window, I have a heading called “Count: #”. This tells me the number of selected cells that contain data. So, however many cells I selected for “NUMBER OF TOURNAMENTS PLAYED” for each year, I entered that number for each year in my “NUMBER OF TOURNAMENTS PLAYED” column in my “YTD Stats” worksheet.

The process was the same for “NUMBER OF TITLES WON”, “WINS”, and “LOSSES”. But the steps for “NUMBER OF TITLES WON” were slightly different. For “NUMBER OF TITLES WON”, I selected the tournament name for the cells that had “Win” in the “RESULT” column from the first match to the final. But I excluded the cells that had “Walkover” in the “SCORE” column.

After I filled in my table with the data, I made calculations for the “NUMBER OF TOURNAMENTS PLAYED”, “NUMBER OF TITLES WON”, “WINS”, “LOSSES”, and “WINNING PERCENTILE RANGE” headings. This is where I used formulas. Formulas calculate the values of cells. When I created my formulas, I always started them with an equal sign (=). The first formula I created was the sum, which adds up all the values in all the cells. So, the sum for the number of tournaments that Serena played from 1995 until the current year looks like this in cell B14:

=SUM(B2:B28)

I used the fill down tool to drag this formula horizontally to the right for the “NUMBER OF TITLES WON”, “WINS”, and “LOSSES”, headings. I followed the same step to calculate the average for each heading. Average calculates the average of numbers provided. But the only difference is which function comes after the equal sign. So, the average number of tournaments that Serena played from 2010 until the current year looks like this in cell B15:

=AVERAGE(B2:B28)

After I created my sum and average formulas for the “NUMBER OF TOURNAMENTS PLAYED”, “NUMBER OF TITLES WON”, “WINS”, and “LOSSES” headings, I created a new formula for “WINNING PERCENTILE RANGE”. To calculate the winning percentile range, I took the difference between the wins and losses and divided that amount by the total number of wins. So, Serena’s winning percentile range in 2010 looks like this in cell F2:

=(D2-E2)/D2

Just like when I created my sum and average formulas, I followed the same step in using the fill down tool to drag my winning percentile range formula down vertically. That way, the formula would copy down in the next years from the first year to the current year.

After I created my formulas, I formatted my values in the “WINNING PERCENTILE RANGE” column as percentages rounded off to the nearest whole number. I highlighted my values in the “WINNING PERCENTILE RANGE” column, navigated to the “Home” tab, and went to the “Number” group. In the “Number” drop-down menu, I selected “Percentage”. When I clicked on “Percentage”, my values in the “WINNING PERCENTILE RANGE” column had a percent sign at the end. To round off the values to the nearest whole number, I clicked on “Decrease Decimal” twice to get rid of the two places after the decimal point. I repeated this process to calculate the winning percentile ranges for the SUM and AVERAGE rows. So, Serena’s winning percentile ranges for the “SUM” and “AVERAGE” rows looks like this:

* SUM: =(D29-E29)/D29
* AVERAGE: =(D30-E30)/D30