Excel Module 2a
More Formulas and Functions

- **AVERAGE( )** Function
- **MAX( )** Function
- **MIN( )** Function
- **COUNT( )** Function
- **COUNTA( )** Function

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=SUM( )

New Functions = 5

- **Calculates the <u>average</u> of the values in a range.**

  =AVERAGE(D11:H34)

- **Calculates the <u>maximum or largest</u> of the values in a range.**

  =MAX(D11:H34)

- **Calculates the <u>minimum or smallest</u> of the values in a range.**

  =MIN(D11:H34)

- **Total <u>count of number</u> values in a range.**

  =COUNT(B3:B22)

- **Total count of cells that are <u>not empty</u> in a range.**

  =COUNTA(A11:A34)

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REVIEW: Examples of FUNCTIONS

EXAMPLES	
=SUM(B6:B9)	=SUM(F6:F9)
=B12	=SUM(F12:F13)
=SUM(B15:B17)	=SUM(F16:F18)

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REVIEW: Examples of FORMULAS

EXAMPLES	
=C9+C12+C17+C20+C22	=G9+G13+G18

Student Learning Outcomes

- Moving and **Copying** Cells
- Use a **Theme**
- Conditional Formatting (Page EX107)
- Printing Options (Page EX113 – 121)
  - Set Print Area

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Student Learning Outcomes

EXAMPLE: EXCEL2 folder > Module > Morning.xlsx

- Enter Simple FORMULAS
- Enter FUNCTIONS using **=SUM** function
- Enter FUNCTIONS using **=AVERAGE** function
- Enter FUNCTIONS using **=MAX** function
- Enter FUNCTIONS using **=MIN** function
- Enter FUNCTIONS using **=COUNT** function
- Enter FUNCTIONS using **=COUNTA** function

Components of a FORMULA

1. Always starts with a =
2. OPERANDS (Cells, Numbers, "Text")
3. OPERATORS (^ * / + -)

EXAMPLES:	
=C6 / C23	=B12
= C6 – (C7 + C8)	= C9 + C12 + C17 + C20 + C22
= G9 + G13+ G18	

Components of a FUNCTION

1. Always starts with a =
2. Function Name
3. Arguments (Cell, Range, Number, "Text")

EXAMPLE:	
= SUM(C27:N46)	*If cells are adjacent, write the argument as a range.
= SUM(G9, G13, G18)	*If cells are not adjacent, separate them by commas.
= SUM(A9, B13:B18, G10)	*Arguments can contain cells, ranges, or numbers, separated by commas.

Do **NOT** Combine a Formula & Function

FORMULA		FUNCTION
WRONG:		= ~~SUM(G9 + G13 + G18)~~
= G9 + G13 + G18	*OR*	= SUM(G9, G13, G18) *If cells are not adjacent, separate them by commas.