Excel Module 2
Simple Calculations

Microsoft Office 2016
Introductory

REVIEW: Student Learning Outcomes

- Using FORMULAS and FUNCTIONS to Calculate Sales Data
- Components of a FORMULA
- ORDER OF OPERATIONS
- Components of a FUNCTION
- Viewing Formulas and Functions

REVIEW: Student Learning Outcomes

- Moving and Copying Cells
- Viewing Formulas and Functions
- Conditional Formatting (Page EX107)
- Printing Options (Page EX113 – 121)

Student Learning Outcomes

EXAMPLE: EXCEL2 folder > Case 2 subfolder > Peak.xlsx

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

ORDER OF OPERATIONS

P	( )
E	^
M	*
D	/
A	+
S	-

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