

FUNCTION NOTES

1) Click on the **fx** sign on the formula bar

2) Find the function needed

MAX – finds the highest no. in a set
MIN – finds the lowest no. in a set
AVG – averages a set of nos. together
SUM – adds a set of nos. together (you can also use AUTOSUM button on the toolbar)
COUNT – tells you how many entries are in a set of nos.

1) Pull down on the arrow ▼ next to Autosum (Σ) and choose the function needed.

3) Check that the right numbers are selected, if not click and drag the right ones.

1) Change to formulas to print (CTRL ~)
 2) Check formulas - make sure they are calculating the right set of nos. & all of the formula is showing.

Print Formulas:

- (CTRL ~) or Formulas Tab - Show Formulas Button
- Highlight the columns and Autofit.
- Print Preview → Page Setup → Page Tab → Landscape → Fit to One Page → Print

The collage consists of several screenshots from Microsoft Excel:

- Top Left:** A screenshot of the Excel ribbon showing the 'fx' icon in the formula bar area, with a callout box pointing to it.
- Top Center:** The 'Insert Function' dialog box is open, showing a list of functions. 'AVERAGE' is selected. A callout box points to the list.
- Top Right:** A list of functions (Sum, Average, Count Numbers, Max, Min, More Functions...) is shown, with a callout box pointing to the dropdown arrow next to the Autosum symbol.
- Middle:** A spreadsheet showing a table of student grades. The formula bar shows '=AVERAGE(B6:D6)'. A callout box points to the cell range B6:D6 in the formula.
- Middle Right:** A keyboard image with the tilde (~) key circled in red, with a callout box pointing to it.
- Bottom Left:** A screenshot of the spreadsheet with the 'Formulas' tab selected. A callout box explains how to print formulas.
- Bottom Center:** A screenshot of the spreadsheet showing formulas for AVERAGE, MAX, MIN, and COUNT. The formula '=COUNT(D6:D11)' is circled in red.