

# FUNCTIONS

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.

**OR**  
 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.



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

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

STUDENT	GRADE 1	GRADE 2	GRADE 3	AVERAGE	NUMBER OF GRADES
L. Brooks	95	78	89	=AVERAGE(B6:D6)	=COUNT(B6:E6)
R. Chapman	97	85	100.00	=AVERAGE(B7:D7)	=COUNT(B7:E7)
J. McLaurin	95	85	96.00	=AVERAGE(B8:D8)	=COUNT(B8:E8)
S. Moody	85	95	87.00	=AVERAGE(B9:D9)	=COUNT(B9:E9)
J. Rivers	87	99	92.00	=AVERAGE(B10:D10)	=COUNT(B10:E10)
L. Hand	88	97	95.00	=AVERAGE(B11:D11)	=COUNT(B11:E11)
AVERAGE	=AVERAGE(B6:B11)	=AVERAGE(C6:C11)	=AVERAGE(D6:D11)		
HIGHEST GRADE	=MAX(B6:B11)	=MAX(C6:C11)	=MAX(D6:D11)		
LOWEST GRADE	=MIN(B6:B11)	=MIN(C6:C11)	=MIN(D6:D11)		
NUMBER OF GRADES	=COUNT(B6:B11)	=COUNT(C6:C11)	=COUNT(D6:D11)		