

## Formulas with Excel Spreadsheets - Activity 2

You will create two spreadsheets with the given set of data; insert formulas into the spreadsheet to find the sum, max value, minimum value and mean.

1. Open Excel and save as yourinitialsActivity2.xlsx
2. Change to Page View and arrange the columns so that you only have **A-E** on your page **A-1.21 B-1.88 C-1.79 D-1.11 E-1.03**
3. Put your name and block on the top right as a header.
4. Before typing anything in your cells, highlight all the cells on your page and **use any font you would like – Size 14.**
5. Highlight only B1 – E1 and click on bold. **Type the following titles in All Caps.**
6. In cell B1 type the title **HOMEWORK**
7. In cell C1 type the title **CLASSWORK**
8. In cell D1 type the title **QUIZ**
9. In cell E1 type the title **TEST**
10. Type the following information below for your chart
11. Make sure you have the columns centered and with the borders around the chart as shown.

	<b>HOMEWORK</b>	<b>CLASSWORK</b>	<b>QUIZ</b>	<b>TEST</b>
	85	90	83	88
	72	86	85	90
	65	77	88	64
	90	92	76	99
	100	84	90	69
	88	90	96	78
	99	95	78	89
	76	80	89	75
	94	88	82	82
SUM				
AVERAGE				
MAX				
MIN				

**1. Now you are going to add up all of your homework, classwork, quiz & test scores and put the totals in the SUM row:**

- Type this formula in cell B12 =**sum(B2:B10)** and then press return
- Do this for each column – remember the cells will be a different letter

**2. Now average these scores:**

- Type this formula in cell B13 =**average(B2:B10)**
- Do this for each of the other columns

**3. Now find the Maximum grades:**

- Type the formula in cell B14 The formula for maximum is =**max(B2:B10)**
- Do this for each of the columns

**4. Now find the Minimum grades:**

- Type the formula in cell B15 The formula for minimum is =**min(B2:B10)**
- Do this for each of the columns

**\*\*\*When you are done with finding all of the formulas, click on save**

## **Part II**

Continue on 2<sup>nd</sup> page on Excel to complete.

1. Space the columns out so that you have only F – I (4 columns)
2. Before typing anything in your cells, highlight all the cells on your page and use any font you would like.
3. Merge and Center cells F1 – I 2. Font size 24, Bold, and CAPS, type this title: **SHOPPING TRIP**
4. Highlight F4 – I 14 and change font size to 14.
5. Type in the chart titles, starting in F4 as in the picture below. Make them Bold
6. Highlight H5 – I 14 and format these cells Currency.
7. Type in the information as shown in the picture below.

8. Cell Alignment:
  - a. Column F is left align
  - b. Column G is center align
  - c. Column H & I are right align
9. Find the total of the items by using the multiplication formula. Put formula answers in Column I
10. Then find the grand total of the shopping trip by totaling up column I and putting it next to the word TOTAL.
11. Put border lines on information F4 – I12. Put a double line on the bottom of cell I 14.
12. Check everything for both pages, save and drop in dropbox.

Item	How Many?	Price	Total
Backpacks	3	\$8.95	
Pairs of Shoes	3	\$44.49	
Jackets	3	\$36.95	
Packs of Paper	6	\$1.19	
Binders	3	\$2.98	
Packs of Pens	3	\$1.59	
Erasers	3	\$0.69	
Flash Drives	3	\$14.00	
		<b>TOTAL</b>	