

Formulas and Functions

SUM = =SUM(B3:E3)

	A	B	C	D	E	F	G	H
1								
2	NAME	Test 1	Test 2	Test 3	Test 4	Total		
3	Tom	45	79	90	80	(B3:E3)		
4	Dick	60	100	75	70			
5	Harry	90	80	80	90			
6								
7								
8								
12								
13								
14								
15								
16								

An explanation appears for the active box.

SUM

Number1: B3:E3 = {45,79,90,80}

Number2: = number

Adds all the numbers in a range of cells.

Number1: number1,number2,... are 1 to 30 numbers to sum. Logical values and text are ignored in cells, included if typed as arguments.

Formula result = 294

OK Cancel

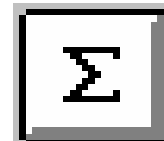
- Enter the arguments needed to complete the function by highlighting the appropriate cell(s) in the worksheet.
- Click on **OK** to return to the worksheet with the completed formula.

USING THE SUM FUNCTION

Purpose: SUM is one of Excel's mathematical functions and is used to get the total of a range of numbers.

Syntax: =SUM(Numeric Values)

Example: =SUM(B5:F5) Adds up values in range B5 through F5
 =SUM(A1, B5, C10) Adds up cells A1, B5, and C10



USING THE AVERAGE FUNCTION

Purpose: AVERAGE is a statistical function used to determine the average of a range or set of numbers.

Syntax: =AVERAGE(Numeric Values)

Example: =AVERAGE(B5:E5) Gives the Average of values in range B5 through E5.
 =AVERAGE(A1,C4,F3) Finds the Average of values in cells A1, C4, F3.

USING THE MINIMUM FUNCTION

Purpose: MIN is a statistical function used to find the smallest number in a defined range or set of values.

Syntax: =MIN(Numeric Values)

Example: =MIN(B5:B10) Finds the smallest number in the range B5 through B10
 =MIN(A2,D6,F3) Finds the smallest number in cells A2, D6, F3