

Name: _____ Period: _____ Date: _____

FORMULA AND BASIC FUNCTION NOTES

Directions: Record notes below as your teacher discusses formulas and basic functions.

1. Cell data is classified according to its intended purpose Describe each:

Label:

Value:

Formula:

2. What symbol will prepare a cell for entry of a formula? _____

3. What symbol will tell spreadsheet software **not** to treat cell data as a value? _____

Use the spreadsheet below to answer questions 4 and 5

	A	B	C	D	E
1	2	3	4	5	
2	2	3	4	5	
3	2	3	4	5	
4	2	3	4	5	
5					

4. Write a formula to add the numbers in Row 3, Columns A, C, and D:

5. Write a formula that will add all of the numbers in Column B

6. What are the four operators? List the name of the operator and its symbol.

Operator	Symbol	Operator	Symbol

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7. What is the Order of Operations

8. Which operation would be performed first in the following equation?
 $= (A8 + C9) / (H8 - L9)$?

9. The value for C7 is 2; C8 is 4; and F4 is 2,
What is the result of the equation $= C7 + C8 * F4$? Why?

10. What is the result of the equation $= (C7 + C8) * F4$? Why?

11. What is a **function**?

12. What is a **cell reference**?

13. Give an example of and explain a **relative cell reference**

14. Give an example of and explain an **absolute cell reference**

15. Give an example of and explain a **mixed cell reference**

16. What is the **addition function** and why is it used? Give an example

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17. What is the **average function** and why is it used? Give an example

18. What is the **maximum function** and why is it used? Give an example

19. What is the **minimum function** and why is it used? Give an example

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	A	B	C	D	E
1	2	3	4	5	
2	2	3	4	5	
3	2	3	4	5	
4	2	3	4	5	
5					

20. Use a function to write a formula that will add all values in Column A

21. Use a function to write a formula that will find the average of all of the values in Row 4

22. Use a function to write a formula that will find the highest number in Row 1

23. Use a function to write a formula that will find the lowest number in Row 3
