

Student Name: \_\_\_\_\_ Period: \_\_\_\_\_ Date: \_\_\_\_\_

## FUN WITH BASIC FORMULAS & FUNCTIONS

**Directions:** Practice using functions to write formulas for the following 10 statements and answer the questions that follow.

Practice using formulas and functions for the items below		
1		Add the range of cells A1:B10
2		Divide A2 by the sum of the range of cells in A10 through C10
3		Find the highest number in the cell range A1:C10
4		Subtract B8 from the sum of cells C1 through C10
5		Multiply A6 by the sum of cells A1 through C10 and then divide the result by A2
6		Find the lowest number in the cell range A1:A10
7		Calculate the average of cells C1:C10
8		Multiply the sum of the range of cells A7 through B10 by the sum of the range of cells B2 through C9
9		Find the average of all data in the spreadsheet (A1:C10)
10		Subtract C10 from the sum of the cells in the range A1 through A10

Student Name: \_\_\_\_\_ Period: \_\_\_\_\_ Date: \_\_\_\_\_

11. Open a new blank spreadsheet and enter the data in Table 1 (below) in the exact cell locations as shown. Try out your formulas by keying them in Cells D1:D10 of the spreadsheet you just created. Check the accuracy of your work against the answers in Column D of Table 2 (below).

**Table 1**  
Enter these numbers in a new spreadsheet

	A	B	C
1	1	11	21
2	2	12	22
3	3	13	23
4	4	14	24
5	5	15	25
6	6	16	26
7	7	17	27
8	8	18	28
9	9	19	29
10	10	20	30

**Table 2** Did you achieve the same results as those in Column D?

	A	B	C	D
1	1	11	21	210
2	2	12	22	0.033
3	3	13	23	30
4	4	14	24	237
5	5	15	25	1395
6	6	16	26	1
7	7	17	27	25.5
8	8	18	28	35424
9	9	19	29	15.5
10	10	20	30	25

12. What items gave you trouble?
13. What tips can you share that make using basic function writing easy?
14. How might you use a spreadsheet to verify your formulas?
15. What should you do if you can't get a formula to work correctly?