

Student Name: \_\_\_\_\_

Period: \_\_\_\_\_

Date: \_\_\_\_\_

## OBJECTIVE 4.01 SUMMARY

**Part I Directions:** Provide an example formula in Column 2 and written explanation for each formula in Column 3. In the last column, provide an example of how the formula or item is used in a business setting. The first one has been done for you.

Column1	Column 2	Column 3	Column 4
Item	Example Formula	Explanation of Formula	Business Use
Addition	=C3+B3	Add the value of Cell C3 to the value of Cell B3	Add sales tax and shipping to the subtotal on an invoice
Subtraction			
Multiplication			
Division			
Average			
Sum			
Minimum			

Student Name: \_\_\_\_\_

Period: \_\_\_\_\_

Date: \_\_\_\_\_

Column1	Column 2	Column 3	Column 4
Item	Example Formula	Explanation of Formula	Business Use
Maximum			
IF			
Date			
Lookup table			
Absolute reference			

