

Student Name: _____

INSTRUCTIONS

1. Follow the instructions in Part One of this worksheet to navigate from the Student Link menu to <http://www.usd.edu/trio/tut/excel/1.html>

2. In Part One we examined the first six pages of this tutorial. Part Two explores the following:

- | | | |
|------------------------------------|---------------------------------------|-----------------------------|
| 7. Labels in Excel | 11. Basic Math Functions | 15. Max Function |
| 8. Constants in Excel | 12. Methods of Selecting Cells | 16. Min Function |
| 9. Formulas in Excel | 13. Sum Function | 17. Count Function |
| 10. Basic Formulas in Excel | 14. Average Function | 18. Count A Function |

3. Using the table provide answers to the questions:

	data types	examples	descriptions
A). A formula must include this symbol _____	LABEL	Name or Wage or Days	anything that is just text
B). A reference equation is important because _____	CONSTANT	5 or 3.75 or -7.4	any number
	FORMULA	=5+3 or = 8*5+3	math equation

4. Use the graphic organizer to **identify** three different key board or mouse techniques for selecting an individual cell or a series of cells.



5. A). The data in column B is **classified** as _____
 B). To **calculate** the data in column B use this function _____
 C). **Describe** the steps to alter the monthly payment using a referenced equation _____
 D). **Describe** the steps to change the monthly payment using an un-referenced equation _____

	A	B	C
1		computer ledger	
2			
3		car loan	\$12,000.00
4		interest	9.60%
5		# of payments	60
6			
7		Monthly Pmt.	\$252.61

6. Using the sample data in cells A1..B3 **write** the syntax and **calculate** the Sum of the data in each set. Use a different formula and calculation method for each equation. **Explain** your choices.

	A	B
1	5	3
2	7	4
3	8	6

Example	Cells to ADD	Answer

7. **Identify** three features that make referenced data preferable when performing calculation functions. Include an equation example in each answer.

- = B1 * B2
- = 23 * 5.36



8. **Describe** the series of calculations performed when using the Average Function. **Provide** a sample syntax.

9. **Perform** calculations using this graphic organizer. Use the sample cells and the tutorial as a guide.

	A	B
1	5	3
2	7	4
3	8	6

Operation	Symbol	Constant Data	Referenced Data	Answer
Multiplication				
Division				
Addition				
Subtraction				

10. **Define** the Max Function. **Input** data in the cells and **write** two syntax equations using the Max Function.

	A	B
1		
2		
3		

Example of Max	Cells to look at	Ans. Max

11. In Table One **provide** a series of data and a syntax example using the Count Function. In Table Two **provide** a series of data and a syntax example using the CountA Function.

Table One

	A
1	
2	
3	
4	
5	

Table One

Table Two

For each example provide a sample syntax using the SUM Function

Table One

Table Two

Table Two

	A
1	
2	
3	
4	
5	

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12. **Discuss** how and why variables in this table could change? **Provide an explanation** as to how a referenced equation anticipates these changes?

	A	B
1	Hours	34
2	Wage per hour	\$ 5.36
3		
4	Total Pay	\$ 182.24

13. **Select** a value and place it in cell A5. **Perform** the listed calculations.

	A
1	25
2	50
3	75
4	100
5	

- A). **Calculate** the Sum of the data in cells A1..A5 _____
- B). **Calculate** the Minimum value in cells A1..A5 _____
- C). **Calculate** the Maximum value in cells A1..A5 _____
- D). **Calculate** the Average of the data in cells A1..A5 _____
- E). **Calculate** the Average of the data in cells A2..A4 _____

Where the value in cell A5 is 175 the average data in cells A1..A5 = _____

Where the value in cell A5 is 50 the sum of data in cells A1..A5 = _____

14. **Discuss** specific applications for three Excel calculation functions in school clubs or sport teams.

- 1). _____
- 2). _____
- 3). _____

15. **Generate** data and input it into the sample cells. **Write** two syntax equations using the Sum Function. **Provide** three practical applications for the Sum Function.

	A
1	
2	
3	
4	
5	

Example	Cells to ADD	Answer

1. _____
2. _____
3. _____