

ICT Help Guide:

Lesson 2

Using Basic Functions

Lesson 2: AutoSum, MIN, MAX and Average

Learning Objective:

To know and understand how to use
AutoSum, Min, Max and Average
functions in excel to solve problems

Date

What is a function?

A function is a pre programmed set of instructions that will automatically calculate or solve a problem when a specific formula is input into the spreadsheet

Some Key Functions:

SUM

Calculates the total some of specific cell

Min

Identifies the **SMALLEST** data value in a data set

Max

Identifies the **LARGEST** data value in a data set

Average

Finds the **MEAN** value of a specific cell range

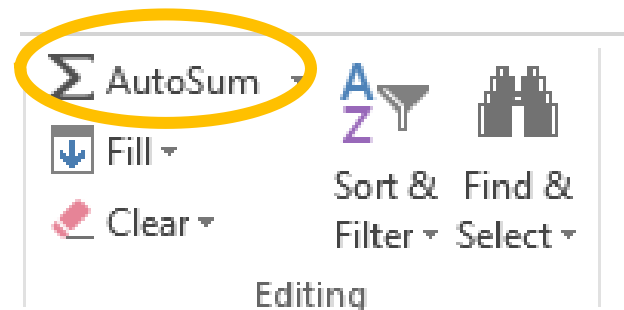
How to use AutoSum: Method 1

AutoSum is an automatic function that adds up multiple cells together

Step 1: Highlight all the numbers you want to add up

	A	B	C	D	E	F	G	H
1		Pupil Test score						
2	Pupil Name	Maths	English	Science	ICT	History	Geogrpahy	
3	Fred	56	40	70	63	42	47	
4	Bob	48	52	82	90	36	45	
5	James	64	79	42	36	64	57	
6	Sarah	35	64	58	49	61	54	
7	Marc	12	45	62	73	48	58	
8	Alex	70	77	96	92	67	73	
9								
10								

Step 2: Click on the AutoSum button














How to use AutoSum: Method 2

AutoSum is an automatic function that adds up multiple cells together

Step 1: type in the cell you wish to put your answer =SUM and double click on the word SUM

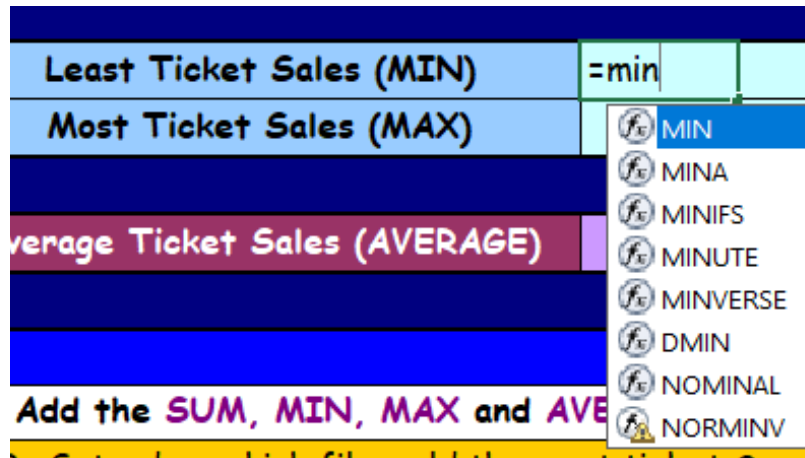
Step 2: Highlight ALL the cells you wish to add together and press enter

Wednesday	Thursday	Total Weekly Ticket Sales (for each film)
£200.00	£250.00	=SUM
£100.00	£150.00	 SUM
£0.00	£50.00	 SUMIF
£100.00	£200.00	 SUMIFS
£50.00	£100.00	 SUMPRODUCT
£250.00	£400.00	 SUMSQ
£50.00	£250.00	 SUMX2MY2
		 SUMX2PY2
		 SUMXMY2
		 DSUM
		 IMSUM
		 SERIESSUM
End of Week		

Films	Ticket Sales							Total Weekly Ticket Sales (for each film)
	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	
Quantum of Solace	£800.00	£2,700.00	£2,100.00	£400.00	£350.00	£200.00	£250.00	=SUM(D6:J6)
Dark Knight	£500.00	£2,000.00	£1,500.00	£200.00	£250.00	£100.00	£150.00	SUM(number1, [nu

Min function

Step 1: type in the cell you wish to put your answer =Min and double click on the word Min



Identifies the **SMALLEST** data value in a data set

Step 2: Highlight ALL the cells you wish to include in your search and press enter





A screenshot of an Excel spreadsheet showing a range of cells highlighted with a dashed border. The cells contain the following values:

£800.00	£2,
£500.00	£2,
£100.00	£
£500.00	£1,
£750.00	£1,
£950.00	£
£650.00	£1,

Below the highlighted range, the formula bar shows the formula: `=MIN(D6:D12)`

Max function

Step 1: type in the cell you wish to put your answer =Max and double click on the word Max

Least Ticket Sales (MIN)		
Most Ticket Sales (MAX)	=Max	
	 MAX	
Average Ticket Sales (AVERAGE)	 MAXA	
	 MAXIFS	
	 DMAX	

Identifies the **LARGEST** data value in a data set

Step 2: Highlight ALL the cells you wish to include in your search and press enter

	Friday	Saturday
	£800.00	£2,700.0
	£500.00	£2,000.0
	£100.00	£250.0
	£500.00	£1,500.0
	£750.00	£1,000.0
	£950.00	£900.0
	£650.00	£1,100.0
	=MAX(D6:D12	
	MAX(number1, [num	

Average function

Step 1: type in the cell you wish to put your answer =Average and double click on the word average

Finds the **MEAN** value of a specific cell range

Step 2: Highlight ALL the cells you wish to find the average of

Average Ticket Sales (AVERAGE) = AV

MyCinema Model

Extra Challenge

AVERAGE

	Friday	Saturday	
	£800.00	£2,700.00	£
	£500.00	£2,000.00	£
	£100.00	£250.00	
	£500.00	£1,500.00	£
	£750.00	£1,000.00	
	£950.00	£900.00	
	£650.00	£1,100.00	
=	= AVERAGE(D6:D12)		
	AVERAGE(number1, [num		