



Spreadsheets Tutorial: Common Functions

Lecturer: Mark Gillan

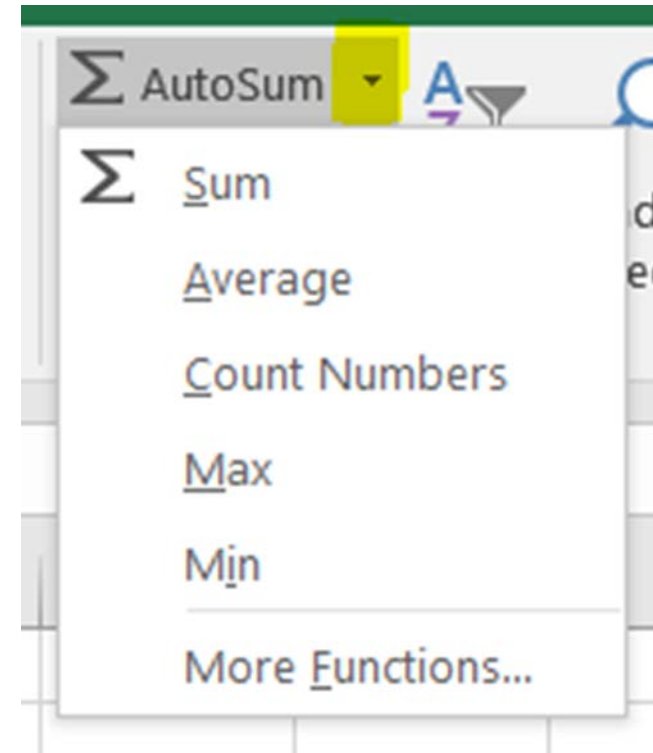


Common Functions

Function Name:	Excel Function:	Description:
AutoSum	=SUM	Totals up cell values in a range or ranges
Average	=AVERAGE	Arithmetic mean. Total divided by the amount of values
Count	=COUNT	Number of cells in a range that contain numbers
Max	=MAX	Returns the largest value in a set of values. Ignores logical and text
Min	=MIN	Returns the lowest value in a set of values. Ignores logical and text
Other Functions	All functions	Excel contains a large amount of functions across various sections

AutoSum button

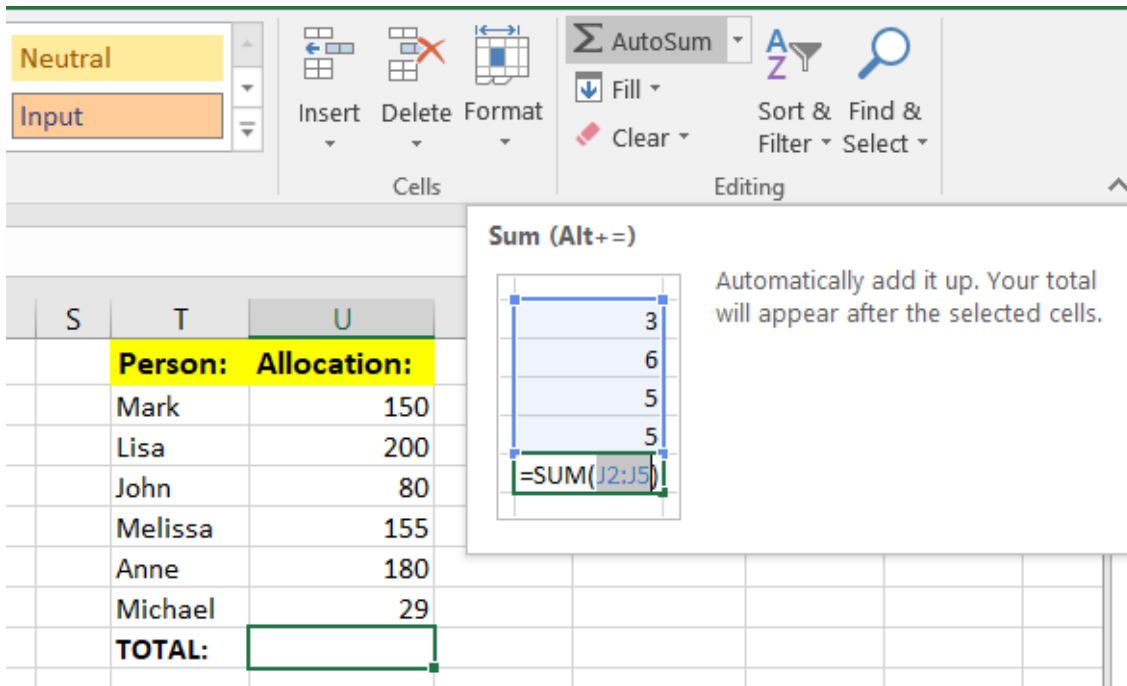
- Select the cell to which the formula will be entered and calculation result will ultimately display
- Home Ribbon within the Editing grouping
- Drop-down provides list of common functions and access to other function search
- The function will attempt to collect relevant cells above or to the side of the entry cell
- Sometimes have to select the range if Excel is not accurate with selection within the formula



Example using AutoSum

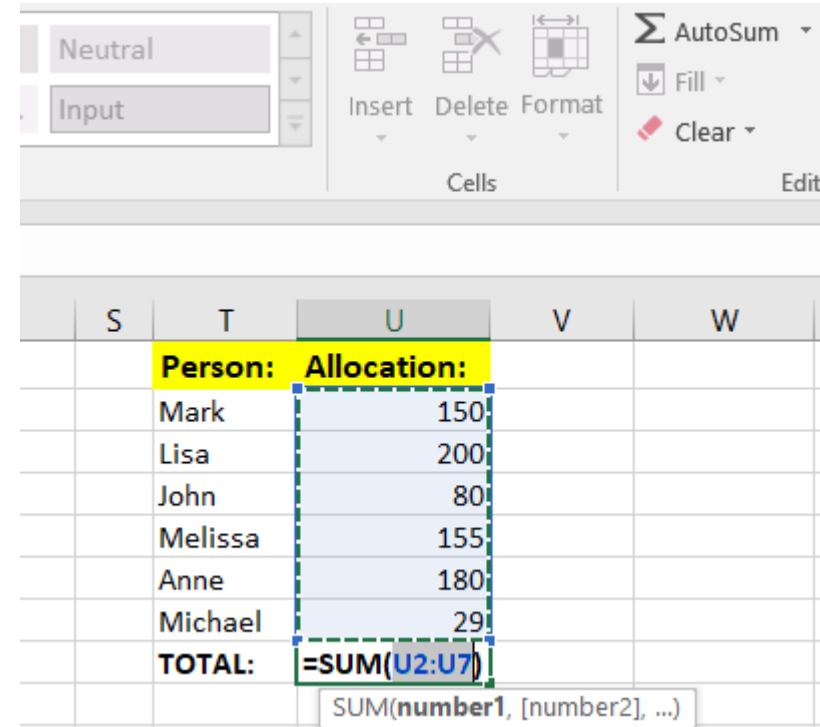
A list of amounts requiring a total

AutoSum automatically inserts formula



The screenshot shows the Excel ribbon with the 'AutoSum' button highlighted. Below the ribbon, a table lists allocations for several people. The 'TOTAL' row is selected, and the AutoSum dropdown menu is open, showing the formula `=SUM(J2:J5)` being applied to the 'Allocation' column.

Person:	Allocation:
Mark	150
Lisa	200
John	80
Melissa	155
Anne	180
Michael	29
TOTAL:	

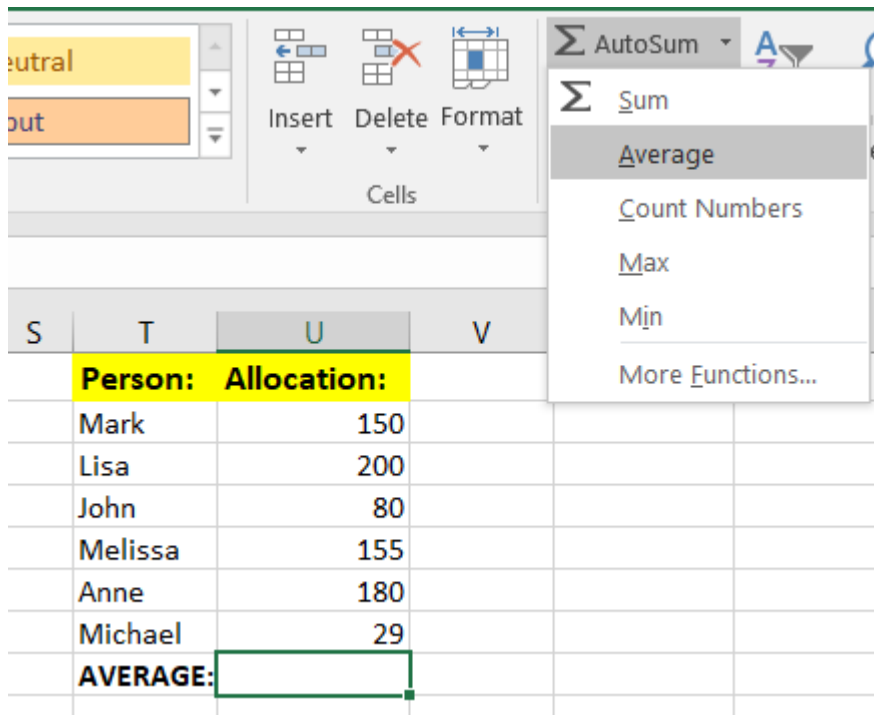


The screenshot shows the Excel ribbon with the 'AutoSum' button highlighted. Below the ribbon, a table lists allocations for several people. The 'TOTAL' row is selected, and the AutoSum dropdown menu is open, showing the formula `=SUM(U2:U7)` being applied to the 'Allocation' column.

Person:	Allocation:
Mark	150
Lisa	200
John	80
Melissa	155
Anne	180
Michael	29
TOTAL:	

Same Example using Average

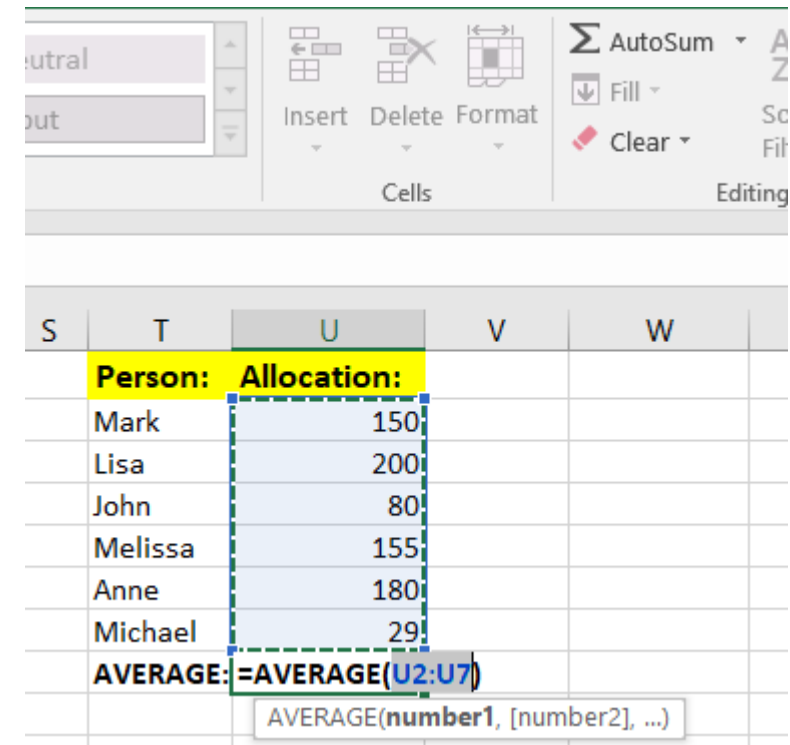
Average amount for the list



The screenshot shows the Excel ribbon with the 'AutoSum' dropdown menu open. The 'Average' option is highlighted. Below the ribbon, a table is visible with columns S, T, U, and V. The table contains data for 'Person' and 'Allocation'.

S	T	U	V
	Person:	Allocation:	
	Mark	150	
	Lisa	200	
	John	80	
	Melissa	155	
	Anne	180	
	Michael	29	
	AVERAGE:		

AutoSum (Average) automatically inserts



The screenshot shows the Excel ribbon with the 'AutoSum' dropdown menu open. The 'Average' option is highlighted. Below the ribbon, a table is visible with columns S, T, U, V, and W. The table contains data for 'Person' and 'Allocation'. The formula bar shows the formula =AVERAGE(U2:U7).

S	T	U	V	W
	Person:	Allocation:		
	Mark	150		
	Lisa	200		
	John	80		
	Melissa	155		
	Anne	180		
	Michael	29		
	AVERAGE:	=AVERAGE(U2:U7)		

Hit the enter key to calculate

Result of the AutoSum

Person:	Allocation:
Mark	150
Lisa	200
John	80
Melissa	155
Anne	180
Michael	29
TOTAL:	794

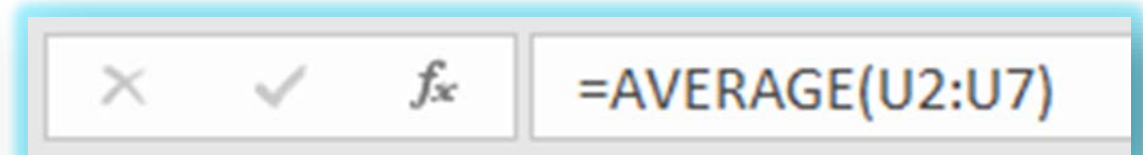
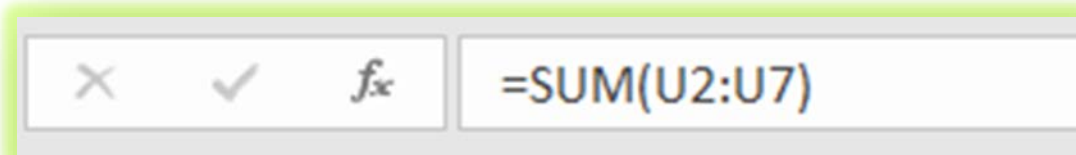
Result for Average (via AutoSum button)

Person:	Allocation:
Mark	150
Lisa	200
John	80
Melissa	155
Anne	180
Michael	29
AVERAGE:	132.3333333

Calculation and Display

Cell shows result of total and the
Editing Bar shows the actual formula

Cell shows result of average and the
Editing Bar shows the actual formula



Reminder

- Enter data, if not already on the spreadsheet
- Click the cell for the formula to be entered
- Home > Editing grouping > AutoSum button
- Default is SUM, drop-down for list of other common functions
- Excel automatically pulls in a range of cells to include in the formula
- Check the range, check the formula, ensure it is correct
- Edit, if required. Leave as Excel provides if correct
- ALWAYS hit the ENTER key on keyboard to complete
- Calculation result should be displayed in the cell and the actual formula will be shown in the Editing Formula bar