

E. USING FUNCTIONS

A **function** is a formula built into a spreadsheet that enables you to make calculations or text changes quickly and easily. The following list shows some of the most common functions available with most spreadsheets.

SUM	Adds values in a cell range	=SUM(A5:A16)
AVERAGE	Averages values in a cell range	=AVERAGE(D1:D9)
MAX	Finds largest value in a cell range	=MAX(F3:F91)
MIN	Finds smallest value in a cell range	=MIN(C12:C55)
ROUND	Rounds to a specified number of digits	=ROUND(SUM(B1:B3),2)
MEDIAN	Finds middle value in a cell range	=MEDIAN(L17:Q17)
SQRT	Finds square root of the value in a cell	=SQRT(Y54)
PROPER	Changes text to initial caps	=PROPER("kathy reeves")
UPPER	Changes text to all caps	=UPPER("jamal h. fowler")
NOW	Displays current time and/or date	=NOW()

ACTIVITY 26

Spreadsheet 19

Create a new spreadsheet, save it as SS19, then follow the steps below:

1. In cell A1, type the label *Grocery Store Price Comparisons*.
2. In cell A2, type *Prepared by* followed by your name.
3. In cell A3, type the date as *February 14 {year}*, or 14 Feb., {year} in bold. Note that your spreadsheet may automatically change the format of the date.
4. Type the data into the cells as shown below.
5. Save your changes and close the file.

	A	B	C	D	E	F
5	Item	Size	Cost Cutter	Family Foods	Food Queen	Paul Bunyon
6						
7	Egg Subs	16 oz	2.17	2.34	1.99	2.25
8	Bully Paper Towels	80.6 sq ft	0.96	1.07	1.14	0.99
9	Zippy Pasta Sauce	26 oz	2.89	2.53	2.67	2.73
10	Fizzy Cola	2 L	1.24	1.29	1.19	1.36
11	Fruit Crunch Cereal	16 oz	2.98	3.18	3.06	3.24
12	Buzzy Bee Honey	12 oz	1.98	1.99	1.83	1.91
13						
14	Total					

ACTIVITY 27

Spreadsheet 20

Open the file SS19, save it as SS20, and then make the following changes:

1. Select cell C14, and use AutoSum/QuickSum to get the total.
2. Select cell D14, and use Insert, Function to get the total.
3. Select cell E14, type =(SUM, and select the cell range to be added to get the total.
4. Select cell F14, type =(SUM, and select the cell range to be added to get the total.
5. Format cell range C14 through F14 with dollar signs and two decimals.
6. Save your changes and close the file.