Formula and Basic Function Notes

| **Directions**: Record notes below as your teacher discusses formulas and basic functions. |
| --- |
|  | Cell data is classified according to its intended purpose Describe each: |  |
|  | Label: |  |
|  | Value: |  |
|  | Formula: |  |
|  | What symbol will prepare a cell for entry of a formula? |  |
|  | What symbol will tell spreadsheet software **not** to treat cell data as a value? |  |
|  | Use the spreadsheet below to answer questions 4 and 5 |
|  |  | **A** | **B** | **C** | **D** | **E** |  |
| **1** | 2 | 3 | 4 | 5 |  |
| **2** | 2 | 3 | 4 | 5 |  |
| **3** | 2 | 3 | 4 | 5 |  |
| **4** | 2 | 3 | 4 | 5 |  |
| **5** |  |  |  |  |  |
|  | Write a formula to add the numbers in Row 3, Columns A, C, and D: |  |
|  | Write a formula that will add all of the numbers in Column B |  |
|  | What are the four operators? List the name of the operator and its symbol. |
|  | Operator | Symbol | Operator | Symbol |
|  |  |  |  |
|  |  |  |  |
|  | What is the Order of Operations  |
|  |  |
|  | Which operation would be performed first in the following equation?=(A8+C9)/(H8-L9)?  |
|  |  |
|  | The value for C7 is 2; C8 is 4; and F4 is 2, What is the result of the equation =C7+C8\*F4? Why? |
|  |  |
|  | What is the result of the equation =(C7+C8)\*F4? Why? |
|  |   |
|  | What is a **function**? |
|  |  |
|  | What is a **cell** **reference**? |
|  |  |
|  | Give an example of and explain a **relative cell reference** |
|  |  |
|  | Give an example of and explain an **absolute cell reference** |
|  |  |
|  | Give an example of and explain a **mixed cell reference** |
|  |  |
|  | What is the **addition** **function** and why is it used? Give an example |
|  |  |
|  | What is the **average** **function** and why is it used? Give an example  |
|  |  |
|  | What is the **maximum** **function** and why is it used? Give an example |
|  |  |
|  | What is the **minimum** **function** and why is it used? Give an example |
|   |  |
|  | Use the spreadsheet below to answer questions 4 and 5 |
|  |  | **A** | **B** | **C** | **D** | **E** |  |
| **1** | 2 | 3 | 4 | 5 |  |
| **2** | 2 | 3 | 4 | 5 |  |
| **3** | 2 | 3 | 4 | 5 |  |
| **4** | 2 | 3 | 4 | 5 |  |
| **5** |  |  |  |  |  |
|  | Use a function to write a formula that will add all values in Column A  |  |
|  | Use a function to write a formula that will find the average of all of the values in Row 4 |  |
|  | Use a function to write a formula that will find the highest number in Row 1 |  |
|  | Use a function to write a formula that will find the lowest number in Row 3 |  |