Fun with Basic Formulas & Functions

**Directions:** Practice using functions to write formulas for the following 10 statements and answer the questions that follow.

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| **Practice using formulas and functions for the items below**  |
| 1 |  | Add the range of cells A1:B10 |
| 2 |  | Divide A2 by the sum of the range of cells in A10 through C10 |
| 3 |  | Find the highest number in the cell range A1:C10 |
| 4 |  | Subtract B8 from the sum of cells C1 through C10 |
| 5 |  | Multiply A6 by the sum of cells A1 through C10 and then divide the result by A2 |
| 6 |  | Find the lowest number in the cell range A1:A10 |
| 7 |  | Calculate the average of cells C1:C10 |
| 8 |  | Multiply the sum of the range of cells A7 through B10 by the sum of the range of cells B2 through C9 |
| 9 |  | Find the average of all data in the spreadsheet (A1:C10) |
| 10 |  | Subtract C10 from the sum of the cells in the range A1 through A10 |

1. Open a new blank spreadsheet and enter the data in Table 1 (below) in the exact cell locations as shown. Try out your formulas by keying them in Cells D1:D10 of the spreadsheet you just created. Check the accuracy of your work against the answers in Column D of Table 2 (below).

**Table 2** Did you achieve the same results as those in Column D?

**Table 1**

Enter these numbers in a new spreadsheet

1. What items gave you trouble?
2. What tips can you share that make using basic function writing easy?
3. How might you use a spreadsheet to verify your formulas?
4. What should you do if you can’t get a formula to work correctly?