Lesson (12) Formulas in Excel

You are provided with an excel spreadsheet that has numerus formulas on it. You are going to learn by doing in figuring out the formulas for each of the areas presented. You will notice that we have not tried to trick you but instead provided you with rock-solid logic in learning how the formulas work. You will also discover the answers located to the right. Use these to check your work.

Save this spreadsheet in your folder by creating an EXCEL SPREAD SHEET **folder** – inside that folder create another folder called **FORMULAS**

Part (1) AGE (1) DATA APPEARS IN GREEN

You will discover a formula has been provided for you in Cell H4. You must determine the formulas and the pattern for Cells H5-H19.

Note: In the equation **=COUNTIF(D$6:D$15,13)**

Any number or letter that follows a $ stays will not change when you perform a fill down. The last number in the equation above is a 13 and that must be altered in respect for the age that are next tallying. The equation for total is presented in **=SUM(H4:H7).**

Part (2) GPA   =COUNTIF(E6:E15,">=3.5") same basic logic look at the formula and determine what it is trying to do for **you.**

Part (3) Gender

Only need to alter **m** to **f for obvious reasons.**

Part(4) Statistical Calculations

You may do a fill down because letters and numbers have a $ in front of them so they stay constant. You only need to type in the name of the formula.

Part(5) Look at the example for Microsoft and adjust your formulas accordingly for your name. Remember you are in Cell B30

Note: Prior to printing this out.   Go to Page Layout and then Page Setup Header / Footer and Custom Header and place your name and grade level on the left side.