DEEO	DE VOU BECIN VOU NEED TO	O TO TUE		OF SCREEN)	TUAT IS DIDE	CTI V DEI OW		
BEFUR	RE YOU BEGIN, YOU NEED TO (		GLE SS EXERCISES" AND	MAKE A CORV	IDALIS DIKE	CILT BELOW		
	SUMMERC	ORE GOO	GLE 35 EXERCISES AND	WAKE A COPT	!			
Skill Name	Description	Sample	Now You Do Your Work on this Sig	de the Yellow rectar	lales show where vo	u need to work		
OKIII I TAITIO	Decomplian	Campie	Now You be Your Welk ell tills ell	de the renew rectar	gico onow where ye	l need to work		
				Please type in the				
(1) Adding	A formula such as =sum(C6:C8) is used to			correct formula in the yellow cell so				
numbers	add up a block of numbers. Note that there		(1) Adding numbers	that you get the				
	no spaces in the formula. Also, upper vs			SUM of the 3				
	lowercase is irrelevant!	00		numbers above it.				
		33 34		33				
		35		35				
		102						
(2) Averaging	A formula such as =AVERAGE(C12:C14) is							
numbers	used to add up a block of numbers. Note that there no spaces in the formula. Also, upper vs lowercase is irrelevant!		(2) Averaging numbers					
		23		23				
		33		33				
		53		53				
		1033 <b>285.5</b>		1033				
		205.5						
	You can put a list of words or names in order							
	by choosing the right feature under the DATA							
(3) Sorting	menu. First you need to HIGHLIGHT or SELECT the desired cells. Then you choose							
words or	the fourth feature under DATA where it says		(3) Sorting words or names					
names	SORT RANGE by ???. Note that the first two							
	items under DATA sort the entire row and not just a few cells.							
	just a lew cells.	Georgia		Larry				
		Kevin		Kevin				
		Larry		Robert				
		Mariah		Georgia				
		Robert		Mariah				
	In our next exercise, we have data spanning							
(4) Sorting	rows from A to F. So this time you are going		(4) Corting Davis					
Rows	to HIGHLIGHT or SELECT the rectangle from A27 to F31 and then choose the fifth feature		(4) Sorting Rows					
	under DATA called SORT RANGE.							
Georgia	Bird	33 mom	French Lick	IN				
Kevin	McHale	32	Hibbling	MN				
Larry	Bird	33 33	French Lick	IN				
	Died		Newley	FI				
Mariah Robert	Bird Parish	daughter 00	Naples Shreveport	FL LA				
robert	1 dilon		Спечероп					
				In this example,				
				we have typed a				
				sentence about the fact that Larry Bird				
(5) Making text			(5) Making text wrap in 2	was born on Pearl				
wrap in 2 cells			cells	Harbor Day Dec				
	In this example, we have typed a sentence ab	out the		7th and you need to make it wrap				
	fact that Larry Bird was born on Pearl Harbor I	Day Dec		into 2 cells B31				
	7th and made it wrap into 2 cells B31 and C31			and C31.				

	Larry2 Larry3 Larry4 Larry5 is wrapped in the		See if you make Larry 1 thru Larry 4 match the ones on the left Larry1 Larry2 Larry3 Larry4  Larry5 is wrapped ir					
multiple a cell by 18%, you use a formula ch as =C48*1.18 which increases the mber by 18%. Some people prefer the		(7) Making your own formula: the TIP	See if you can find out what the \$65 meal would cost		black rectangle, then go to the FILL BUCKET and			
, ,	\$65.00	restaurant bill			choose RESET			
With 1070 up	ψι σ.ι σ	With 10% up						
					black rectangle, then go to the FILL BUCKET and			
		(8) Making your own formula: INTEREST RATE						
re is a typical spreadsheet problem: \$100 deposited in the bank for 9 years at 8% erest. Calculate how much money will be in bank at the end of each of the next 9 ars	\$100.00	into cell F55. Do you see why? Yes, it will increase 2013 by 1 so if you then fill this formula down, you		\$100.00				
	\$108.00		2013					
2021	\$199.90							
			Now you try it					
you now in the previous example can see w money can be formatted. Here are a riety of numerical formats, each one		(9) Formats of Numbers	using highlighting one cell at a time and choosing the FORMAT menu and the subchoice of NUMBER. Note that the NUMBER subchoice itself has items called OTHER CURRENCIES					
richen an 'Name'	multiple a cell by 18%, you use a formula h as =C48*1.18 which increases the liber by 18%. Some people prefer the nula =C48*(C48*.18)  restaurant bill with 18% tip  with 18% tip  e is a typical spreadsheet problem: \$100 eposited in the bank for 9 years at 8% rest. Calculate how much money will be in bank at the end of each of the next 9 rs  2013 2014 2015 2016 2017 2018 2019 2020 2021	multiple a cell by 18%, you use a formula h as =C48*1.18 which increases the aber by 18%. Some people prefer the nula =C48+(C48*.18)  restaurant bill sefs.00 with 18% tip s76.70  with 18% tip \$76.70  e is a typical spreadsheet problem: \$100 eposited in the bank for 9 years at 8% rest. Calculate how much money will be in bank at the end of each of the next 9 rs \$100.00 consisted in the same problems of the service of the se	multiple a cell by 18%, you use a formula war apped in the one cell contains the time time time time time time time tim	the left Larry1 Larry2 Larry2 Larry3 Larry4 Larry3 Larry4 Larry3 Larry4 Larry3 Larry4 Larry4 Larry4 Larry4 Larry4 Larry4 Larry4 Larry4 Larry4 Larry5 is wrapped in the one cell content content one cell content cont	the left tarry! Larry1 Larry2 Larry3 Larry3 Larry4 Larry4 Larry3 Larry4 Larry4 Larry4 Larry4 Larry5 is wrapped in the one cell on the one cell on the one cell  (7) Making your own formula: Larry4 Larry4 Larry5 is wrapped in the one cell  (7) Making your own formula: Larry5 is wrapped in the larry5 is wrapped in the one cell  (8) Making your own formula: Larry6 is wrapped in the larry6 is wrapp	mple on the right.  Larry 2 Larry 2 Larry 3 Larry 4 Larry 2 Larry 3 Larry 4 Larry 3 Larry 4 Larry 5 Larry 5 Larry 5 Larry 5 Larry 5 Larry 6 Larry 6 Larry 6 Larry 7 Larry 7 Larry 7 Larry 7 Larry 7 Larry 7 Larry 9 La	tary 1  Larry 3  Larry 3  Larry 3  Larry 3  Larry 3  Larry 3  Larry 4  Larry 6  Larry 1  Larr	myse on the right.  Larry 1  Larry 2  Larry 3  Larry 4  Larry 5  Larry 5  Larry 5  Larry 6  Larry 6  Larry 6  Larry 6  Larry 6  Larry 7  Larry 7  Larry 7  Larry 7  Larry 7  Larry 1  Larry 2  Larry 5  L

	normal	12.345		12.345	<u> </u>				
	scientific notation	1.23E+01		12.345					
	money	\$12.35		12.345	i				
	per cent	1234.50%		12.345	:				
	date	1/11/1900		12.345					
	euros	€ 12.35		12.345					
	yen	¥ 12.35		12.345	<mark>;  </mark>				
	date	12/7/2013		12/7/2013					
		Dec-7		12/7/2013					
	date altered								
	and altered again	12-07-13		12/7/2013					
(10) Conditional			(10) Conditional Formatting			Conditional formatting	9		
Formatting			It all begins by going to			Greater than ‡ 90		Text	☑ Background: x
			CONDITIONAL FORMATTING			e.g. "100"			
	You can make a cell change to a different		under the FORMAT menu. You						
	color based on how big it is. in this example,		need to program 3 rules. Click the			Less than \$ 80		Text	✓ Background: ×
						e.g. *100*			
	we have program these numbers to be green		75 in cell F77, then click						
	or yellow or red according to the rules of		CONDITIONAL FORMATTING an	d		Is between 0 80	and 90	Text:	✓ Background:   X  X  X  X  X  X  X  X  X  X  X  X  X
	green=90 or above, yellow = 80 to 89.9 and		see if you can program the one		picture on right	e.g. *1983	" and "1999"		
	red below 80.		rule "if value is over 90 then green	"	should help you				
		75	The second second second ground			+ Add another rule			
				75					
		85		85		Save rules Cancel			
		95		95	i				
		78		78					
		88		88					
		98		98	<mark>i -</mark>				
				Try to generate the					
(11) Random Picking	The formula =RANDBETWEEN(#,#) lets you pick a random number between the lower one and the higher one. In this example, each formula is (1.6) to simlulate a die. Then the formula below adds up the two dice to get a number between 2 and 12.		(11) Random Picking	two individual dice here and then add them. Did you know that 7 is the most likely outcome when you roll two dice?					
One Die	4								
Another Die	5								
TOTAL	9								
(11) Random Picking of a Name	You can use random numbers to make the computer pick a random student.	Coordia	See if you can make this happen using the last names of the same people.	5 Bird					
		Georgia			_			-	
		Kevin		McHale					
		Larry		Bird					
		Mariah		Bird					
		Robert		Parish					
	District and the second section of the section of the second section of the second section of the second section of the section of the second section of the			i alisii					
	Pick a random number from 1 to 5 Using the INDEX command, choose the	5							
	student. The INDEX command in this example is =INDEX(C95:C99,C100,1) where the first chunk represents the students' names and the second item is the location of the random number. The third always stays as 1.	Robert							
(11) Weighted Average	In this example, we are counting HW as 50% and Test Average as 30% and Quiz Average as 20%. Below you will the formula =(A105*.5)+(B105*.3)+(C105*.2) that does the calculation.	Ouiz	(11) Weighted Average	Homour	Tooto	Outin			
Homework	Tests	Quiz		Homework	Tests	Quiz			
97	82	87		97	82		87		
J.	<u></u>	- 7	Formula below to do weighed	0.					
	Formula below to do weighed average		average						

90.5				