

BEFORE YOU BEGIN, YOU NEED TO GO TO THE FILE MENU (NOT AT TOP OF SCREEN) THAT IS DIRECTLY BELOW "SUMMERCORE GOOGLE SS EXERCISES" AND MAKE A COPY!

Skill Name	Description	Sample	Now You Do Your Work on this Side -- the Yellow rectangles show where you need to work			
(1) Adding numbers	A formula such as =sum(C6:C8) is used to add up a block of numbers. Note that there no spaces in the formula. Also, upper vs lowercase is irrelevant!		Please type in the correct formula in the yellow cell so that you get the SUM of the 3 numbers above it.			
		33	33			
		34	34			
		35	35			
		102				
(2) Averaging numbers	A formula such as =AVERAGE(C12:C14) is used to add up a block of numbers. Note that there no spaces in the formula. Also, upper vs lowercase is irrelevant!					
		23	23			
		33	33			
		53	53			
		1033	1033			
285.5						
(3) Sorting words or names	You can put a list of words or names in order by choosing the right feature under the DATA menu. First you need to HIGHLIGHT or SELECT the desired cells. Then you choose the fourth feature under DATA where it says SORT RANGE by ???. Note that the first two items under DATA sort the entire row and not just a few cells.					
		Georgia	Larry			
		Kevin	Kevin			
		Larry	Robert			
		Mariah	Georgia			
Robert	Mariah					
(4) Sorting Rows	In our next exercise, we have data spanning rows from A to F. So this time you are going to HIGHLIGHT or SELECT the rectangle from A27 to F31 and then choose the fifth feature under DATA called SORT RANGE.					
		Georgia	Bird	33 mom	French Lick	IN
		Kevin	McHale	32	Hibbling	MN
		Larry	Bird	33	French Lick	IN
		Mariah	Bird	33 daughter	Naples	FL
Robert	Parish	00	Shreveport	LA		
(5) Making text wrap in 2 cells	In this example, we have typed a sentence about the fact that Larry Bird was born on Pearl Harbor Day Dec 7th and made it wrap into 2 cells B31 and C31.					

(6) Making text fancy	On the right you will see samples of what you can do make text look fancy -- Larry1 is red, Larry2 has a color fill, Larry 3 has both and Larry 4 has a border and is centered both left/right and up/down. Larry 5 is wrapped in one cell so you need to choose WRAP for the example on the right.			(6) Making text fancy	See if you make Larry 1 thru Larry 4 match the ones on the left				
		Larry1			Larry1				
		Larry2			Larry2				
		Larry3			Larry3				
		Larry4			Larry4				
		Larry5 is wrapped in the one cell			Larry5 is wrapped in				
(7) Making your own formula: the TIP	To multiply a cell by 18%, you use a formula such as =C48*1.18 which increases the number by 18%. Some people prefer the formula =C48+(C48*.18)			(7) Making your own formula: the TIP	See if you can find out what the \$65 meal would cost with a 19% tip		to reveal answer click on the black rectangle, then go to the FILL BUCKET and choose RESET		
	restaurant bill with 18% tip	\$65.00 \$76.70			restaurant bill with 19% tip	\$65.00			
(8) Making your own formula: INTEREST RATE				(8) Making your own formula: INTEREST RATE					
	Here is a typical spreadsheet problem: \$100 is deposited in the bank for 9 years at 8% interest. Calculate how much money will be in the bank at the end of each of the next 9 years	\$100.00		See if you can do the same. One trick for the years is to put =F54+1 into cell F55. Do you see why? Yes, it will increase 2013 by 1 so if you then fill this formula down, you will get all your years!	Once you have the years, you can focus on the bank interest which is surprisingly the same as the tip in the restaurant.	\$100.00			
		2013	\$108.00			2013			
		2014	\$116.64						
		2015	\$125.97						
		2016	\$136.05						
		2017	\$146.93						
		2018	\$158.69						
		2019	\$171.38						
		2020	\$185.09						
		2021	\$199.90						
(9) Formats of Numbers	So you now in the previous example can see how money can be formatted. Here are a variety of numerical formats, each one applied to the same number 12.345			(9) Formats of Numbers	Now you try it 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 and MORE FORMATS.				

