

EXCEL PRACTICE #5: SAT Scores Functions

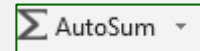


New Skills:

- ◆ Sum Function
- ◆ Average Function
- ◆ Minimum Function
- ◆ Maximum Function

1. Open your Excel Practice workbook.
2. Rename Sheet 5 **SAT**. Give the tab a color.
3. Insert a header with the title **SAT**.
4. Select the entire worksheet
 - a. Change the font to Comic Sans MS
5. Select row 1 and change the font size to 28
6. Merge and center A1:F3
 - a. Middle align and change the font color
7. Bold row 4
8. Adjust column width as needed
9. In column F, insert the SUM function to calculate the Total (Home>Editing>Sum)
 - a. Use the fill handle to copy the formula
10. In cell C38, use the AVERAGE function to calculate the average Critical Reading C5:C36 (Home>Editing>Sum Dropdown>Average)
 - a. Calculate the averages in for Math (D38), Writing (E38) and Total (F38)
11. In cell C39, find the lowest score, or minimum, for Critical Reading C5:C36 (Home>Editing>Sum Dropdown>Min)
 - a. Calculate the minimum for Math (D39), Writing (E39) and Total (F39)
12. In cell C40, find the highest score, or maximum, for Critical Reading C5:C36 (Home>Editing>Sum Dropdown>Max)
 - a. Calculate the maximum for Math (D40), Writing (E40) and Total (F40)
13. Select cells C38:F40 and display 0 decimals (Home>Number>Decrease Decimal)
14. Select B38:F40 and bold
15. Save

AutoSum for Functions



	A	B	C	D	E	F
1	<h1>SAT Scores</h1>					
2						
3						
4	Last Name	First Name	Critical Reading	Math	Writing	Total
5	Presar	Jeremy	780	770	775	2325
6	Osterloh	Jason	650	642	668	1960
7	Custer	Jessica	553	597	557	1707
8	Brown	Jamie	490	432	451	1373
9	Welsch	Troy	698	621	710	2029
10	Gafel	Sara	448	453	412	1313
11	Tanner	Mike	512	526	570	1608
12	Wade	Leigha	555	571	462	1588
13	Herman	Kyle	599	650	618	1867
14	Finney	Heather	720	768	710	2198
15	Sacora	Brooke	490	485	565	1540
16	Noisewater	Kenneth	571	532	545	1648
17	Bourne	Bill	719	712	705	2136
18	Simpkins	Susan	686	650	565	1901
19	Smith	Danny	576	632	685	1893
20	Wall	Jody	481	468	432	1381
21	Wagner	Jarod	487	497	563	1547
22	Cottingim	Scott	625	587	471	1683
23	Kelley	Wendy	687	576	615	1878
24	Lape	Marcie	712	750	709	2171
25	Wright	Brian	678	632	681	1991
26	Moore	Jacque	517	418	563	1498
27	Dearth	Ross	647	531	492	1670
28	Wade	Ava	421	505	625	1551
29	Prauwicki	Daniel	703	771	737	2211
30	Griswold	Clark	684	621	648	1953
31	Turner	Tati	573	590	573	1736
32	Brown	Layne	483	458	435	1376
33	Helter	Lisa	520	434	565	1519
34	Burgandy	Ron	660	713	702	2075
35	Black	Dion	584	597	632	1813
36	Faulk	Barak	537	578	625	1740
37						
38		AVERAGE	595	586	596	1777
39		MINIMUM	421	418	412	1313
40		MAXIMUM	780	771	775	2325