**Excel Function Worksheet 4 – part 1**

For this exercise you will be researching common **Statistical and Logical Functions** in Excel. Complete the table below as follows:

* + Complete the “Personal example” column by entering a description of when/how you would use that function. Use non-technical language to **demonstrate understanding, not just what you found online**.

*An example is provided for =TODAY below.*

* + Provide the source of your information (past experience, the name of a book, a specific website, google search (list the actual site that answered your question), youtube video or series of videos, etc.). Give the full specific URL, not the general website URL for each function.

Attach your completed document using the link in Blackboard before the deadline on the syllabus.

**This is the resource for you to use on your upcoming exam so make sure it is correct.**

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| --- | --- | --- |
| **Function** | **Personal example (I would use this to…)**  DO NOT RESTATE THE DEFINITION. | **Source of information** |
| =TODAY | **Good answer:** I would use this function in a worksheet that is printed daily so it would automatically display the current/print date in cell A1.  **Restating the definition (bad answer/points deducted):** I would use this function to return the current system date | **Good answer:** <https://exceljet.net/excel-functions/excel-today-function>  **Incomplete answer:** Exceljet.net |

|  |  |  |
| --- | --- | --- |
| =AVERAGE | I would use this function if I had a list of grades and wanted to see the mean of them. | I have used this function several times to calculate my class grade. |
| =AVERAGEIF | I would use this function if I wanted to average the positive sales in a workbook. | <https://exceljet.net/excel-functions/excel-averageif-function> |
| =AVERAGEIFS | I would use this function if I wanted to average values greater than 250 but less than 500. | <https://exceljet.net/excel-functions/excel-averageifs-function> |
| =COUNT | I would use this function if I had a bunch of different values in a table of grades and I wanted to count how many of them there were. | I have used this function in the past to could how many grades I had. |
| =COUNTA | I would use this function if I had an area of full and empty cells and wanted to see how many of them have a value in them. | I used this function before in my accounting class. |
| =COUNTIF | I would use this function if I wanted to count the number of grades there are above an 80. | <https://exceljet.net/excel-functions/excel-countif-function> |
| =COUNTIFS | I would use this function if I wanted to count the number of grades there are between 80 and 90 percent. | <https://exceljet.net/excel-functions/excel-countifs-function> |
| =LARGE | I would use this function if I had a list of temperatures and I wanted to find the largest, 2nd 3rd … and so on values. | I used this function in CIS250 and STATS. |
| =MAX | I would use this function if I wanted to find the highest grade in a gradebook. | I have used this function in the past to find my highest grade in a class. |
| =MEDIAN | I would use this function if I wanted to find the middle grade in a class. | I used this function a lot in my statistics class. |
| =MIN | I would use this function if I wanted to find the lowest grade in a gradebook. | I have used this function to find my lowest grade in a class. |
| =MODE | I would use this function if I had a range of grades and wanted to find the grade that was scored the most. | <https://exceljet.net/excel-functions/excel-mode-function> |
| =SMALL | I would use this function if I had a list of temperatures and I wanted to find the smallest, 2nd 3rd … and so on values. | <https://exceljet.net/excel-functions/excel-small-function> |
| =AND | I would use this function if I wanted to know if a student’s grade was within two values or not. | <https://exceljet.net/excel-functions/excel-and-function> |
| =IF | I would use this function if I wanted to average grades over a certain value. | I have used this in the past to pick out values over a certain value. |
| =NOT | I would use this function if I got a TRUE value and wanted a FALSE value or vice versa. | <https://exceljet.net/excel-functions/excel-not-function> |
| =OR | I would use this function if I wanted to give a student a passing grade if they got a 70% on one of two assignments. | <https://exceljet.net/excel-functions/excel-or-function> |

**Excel Function Worksheet 4 – part 2**

Create and submit a workbook (may have multiple sheets) that uses **at least 12 different functions** listed on this part 1 worksheet. The information must be related in some way, not just random functions placed in cells. The workbook needs a “theme” and focus area as well as formatting appropriate for a business spreadsheet. You may use any of the examples below or create your own:

* Student grades worksheet (test scores, averages, highest/lowest scores, etc.)
* Employee sales report (sales amounts, calculate bonuses based on sales targets, etc.)
* Product sales report (most popular product based on sales amounts, etc.)
* Inventory report

The worksheet must have:

A main title that clearly describes the overall purpose of the worksheet

Column headings/row descriptions where appropriate

Please add color shading to each cell that contains one of the required functions.