

## **I. Objectives**

At the end of the lesson, the students should be able to:

- Identify the different kinds of functions in MS Excel;
- Be familiar with the steps in using the different MS Excel functions; and
- Appreciate the importance of learning the steps in using the different MS Excel functions.

## **II. Subject Matter**

A. Topic: Microsoft Office Excel 2003

B. Sub – Topic: Microsoft Excel Functions

C. Reference: Jemma Development Group. Office Productivity. 2008. Jemma Inc.

D. Materials: Multimedia Projector, Laptop Computer, PowerPoint Presentation, Cartolina, Whiteboard and Whiteboard Marker

## **III. Learning Activities**

A. Preparatory Activities

- a. Opening Prayer
- b. Greetings
- c. Checking of Attendance

B. Review of the Past Lesson

- a. Define formula.
- b. What are the arithmetic operators used in formulas?
- c. What are the common formula error messages that may appear in MS Excel?

C. Motivation

### **Abstract Word Boxes**

The students will be divided into 3 groups with 10 members each. A visual aid containing 5 boxes with hidden word related to the present topic will be shown to them. The groups will be given 3 minutes to figure out the hidden words. The group who will get all the hidden words or answer the most number of correct items wins the game.

D. Lesson Proper

1. Discuss and explain the commonly used MS Excel functions.

### **MS Excel Functions**

Function	Format / Syntax	Use	Example
SUM	=SUM(CA:CA)	Calculates the total of the values or range of cells.	=SUM(A1:A2)
AVERAGE	=AVERAGE(CA:CA)	Calculates the arithmetic mean of a range of cells or values.	=AVERAGE(A1:A2)
MAX	=MAX(CA:CA)	Gives the highest value in a range of cells or values.	=MAX(A1:A2)
MIN	=MIN(CA:CA)	Gives the lowest value in a range of cells or values.	=MIN(A1:A2)
COUNT	=COUNT(CA:CA)	Counts the number of cells in a range of cells.	=COUNT(A1:A2)

2. Discuss and demonstrate the steps in using the different Excel functions.

#### Steps in using the MS Excel Functions

1. Click on the cell you want to perform the formula.
2. On the Standard Toolbar, click the AutoSUM arrow and a drop – down list will appear.
3. Click on SUM, AVERAGE, MAX, MIN or COUNT and choose with the mouse pointer the range of cells you want to calculate.
4. Click the Enter key to finish the formula.

#### IV. Application

The teacher will assign a pair of students for every computer unit to work on with a hands – on activity. The students will be given 10 minutes to finish their activities.

1. Create a new file and enter the following data.
2. Compute for the sum and average of the given values for each computer part.
3. Give the maximum and minimum values of the given values for each computer part.
4. Count the number of values you entered for each computer part.
5. Save your file as ACTIVITY\_surname.
6. Close your file.

Computer Accessories Shop
Monthly Sales Report

Item No.	Description	Jan	Feb	Mar	Total	Ave.Sales/Month	Min	Max	Count
1	Mouse	210	320	245					
2	Keyboard	111	234	399					
3	Printer	229	110	95					
4	Monitor	167	231	311					
5	Scanner	89	78	101					

## V. Evaluation

IDENTIFICATION: Write the correct answer on the space provided.

1. The function	=MAX(CA:CA)	Standard Toolbar	=COUNT(CA:CA)
2. The function	Sum		
3. The function	$\Sigma$	Functions	Max
	Average	Count	Min

4. Built – in formulas you can use to make your worksheet construction easier.

5. The function that counts the number of cells in a range of cells.

6. Gives the highest value in a range of cells or values.

7. The AutoSUM Function is located in the.

8. The symbol of AutoSum is \_.

9. The format / syntax of the COUNT Function is \_.

10. The format / syntax of the MAX Function is \_.

Answer Key:

- |              |                     |                  |
|--------------|---------------------|------------------|
| 1. Sum       | 5.Count             | 9. =COUNT(CA:CA) |
| 2. Min       | 6. Max              | 10. =MAX(CA:CA)  |
| 3. Average   | 7. Standard Toolbar |                  |
| 4. Functions | 8. $\Sigma$         |                  |

## VI. Generalization

Functions are built – in formulas you can use to make your worksheet construction easier. The most commonly used MS Excel functions are the following:

SUM – calculates the total of the values or range of cells.

AVERAGE – calculates the arithmetic mean of a range of cells or values.

MAX – gives the highest value in a range of cells or values.

MIN – gives the lowest value in a range of cells or values.

COUNT -counts the number of cells in a range of cells.

In addition, functions are found at the AutoSUM that is located at the Standard Toolbar of the Excel workbook.

## VII. Assignment / Agreement

### A. Follow – Up Assignment

1. Create a new file and enter the following data.
2. Compute for the average of the given values for each student.
3. Give the maximum and minimum values of the given grades for each student.
4. Count the number of grades you entered for each student.
5. Save your file in a CD as CLASS RECORD\_surname.
6. Close your file.

CLASS RECORD									
N o.	Name	Grading Period				Avera ge	Mi n	Ma x	Cou nt
		1 st	2n d	3r d	4t h				
1	Juan, Angelina	8 9		8 5	8 4				
2	Puno, Brad	8 4		8 7	8 6				
3	dela Cruz, Tom	9 1		9 0	8 9				
4	Rosario, Marian	8 3		8 6	8 8				
5	Cortez, Anne	7 9		8 1	8 2				

## B. Advance Assignment

1. What is IF Function?
2. What are the steps in using the IF Function?
3. Give examples / instances that you can use the IF Function.