

#LESSON PLAN

"This lesson introduces key spreadsheet skills, including cell referencing, basic calculations, and data analysis functions. You will learn how to use SUM, SUMIF, AVERAGE, MAX, and MIN to perform calculations and summarize data efficiently. Additionally, you will practice sorting data to organize information and gain insights from your datasets."

2.3.6	Cell Referencing	Understand cell referencing methods	<input checked="" type="checkbox"/>	WK-4-L1
2.3.7	Data Calculations: SUM	Practice basic calculations	<input checked="" type="checkbox"/>	WK-4-L1
2.3.8	Conditional Summarization with SUMIF	Implement conditional sums	<input checked="" type="checkbox"/>	WK-4-L1
2.3.9	Calculating Mean Values with AVERAGE	Learn to calculate averages	<input checked="" type="checkbox"/>	WK-4 L2
2.3.10	MAX / MIN	Understand finding extremes	<input checked="" type="checkbox"/>	WK-4 L2
2.3.11	Data Sorting	Practice counting entries	<input checked="" type="checkbox"/>	WK-4 L2

#STARTER

"Imagine you have a spreadsheet tracking your weekly expenses. How would you refer to a specific cell to use its value in a formula, and why might it be useful to copy that formula to other cells?



#2.3.6 Cell Referencing

Cell referencing is the method of referring to specific cells in a worksheet to perform calculations or analyses. It is important because it allows formulas to update automatically when copied, saving time and reducing errors. **Relative cell references** change automatically when a formula is copied (e.g., B2). **Absolute cell references** remain fixed using the \$ symbol and do not change when copied (e.g., \$B\$2). **Mixed cell references** fix either the row or the column while allowing the other to change (e.g., \$B2 or B\$2). Correct use of these references ensures accurate and consistent calculations across datasets.

The screenshot shows a Microsoft Excel spreadsheet with three examples of cell referencing:

- Relative Cell Reference:** In cell I2, the formula is =G2*H2. A red callout points to this cell with the label "Relative Cell Reference".
- Mixed Cell Reference:** In cell G2, the formula is =SUMIFS(\$C\$2:\$C\$17,\$A\$2:\$A\$17,\$F2,\$B\$2:\$B\$17,G\$1). A red callout points to this cell with the label "Mixed Cell Reference".
- Absolute Cell Reference:** In cell C1, the formula is =\$A\$1. A red callout points to this cell with the label "Absolute Cell Reference".

The spreadsheet contains two main tables:

	F	G	H	
1	Product	Unit Price	Units Sold	Sales Manager
2	Product-1	20	1	Sales Manager
3	Product-2	21	102	Manisha
4	Product-3	22	3	Shalu
5	Product-4	2,956.00	22	Neelika
6	Product-5	5,956.00	23	Ruchi
7	Product-6	6,956.00	24	
8	Product-7	7,956.00	1	
9	Product-8	8,956.00	7	
10	Product-9	9,956.00	10	
11	Product-10	1,056.00	11	
12				

	F	G	H	I
1	Sales Manager	Jan	Feb	Mar
2	Manisha	9,965.00	53,728.00	
3	Shalu	4,994.00	76,055.00	
4	Neelika	3,145.00	63,099.00	
5	Ruchi	89,685.00	15,164.00	31,152.00
6				
7				
8				
9				
10				
11				
12				

#Lab-WK-4-L1

"In this lab, you will practice using relative, absolute, and mixed cell references to calculate students' final marks. You will start by adding test scores, then include a bonus value using absolute references, and finally explore mixed references for more flexible formulas. By the end, you will understand how different referencing methods affect calculations when copying formulas across a spreadsheet."

Lab-WK-4-L1

The sheet Cell Referencing contains students' marks and a bonus value. Use relative, absolute, and mixed references to calculate final marks correctly.

1. Open StudentData.xlsx and go to the Cell Referencing sheet.
2. Check headers: **Student Name, Test 1, Test 2, Bonus, Final Marks.**
3. In cell **E2**, enter the formula $=B2+C2$ to add Test 1 and Test 2 using **relative reference**.
4. In another cell (e.g., **F1**), the bonus value is given (same for all students).
5. Update the formula in **E2** to $=B2+C2+$F1 to add bonus using an **absolute reference**.
6. Copy the formula down to apply it to all students.
7. Change the formula to $=B2+$C2+F1$ to practice a **mixed reference** (column fixed, row changes).
8. Save the workbook.

#2.3.7 Data Calculations: SUM

The SUM function is used to add values in a range of cells efficiently. It is important because it simplifies calculations, especially for large datasets, ensuring accuracy and saving time. Core concepts include summing rows, columns, or specific ranges, and combining ranges in a single formula.

A screenshot of a Microsoft Excel spreadsheet. The ribbon at the top shows the formula bar with the formula =SUM(B2,C2). The main area contains a table with the following data:

	A	B	C	D	E	F	G
1	Subject Name	John	Ron	Harry	Jenifer	Total	
2	Maths	89	98	67	99	=SUM(B2,C2)	
3	English	90	87			SUM(number1, [number2], [number3], ...)	
4	Science	67	65	89	67		
5	Economics	65	54	54	98		
6	Accounts	90	65	87	78		
7							

#Lab-WK-4-L1

"In this lab, you will practice calculating total sales using the SUM function. You will add monthly sales for each product and apply the formula across all rows. By the end, you will understand how SUM helps quickly total values in a spreadsheet."

Lab-WK-4-L1

► The sheet SumCalculation contains monthly sales for different products. Calculate the total sales for each product using SUM.

1. Open StudentData.xlsx and go to the SumCalculation sheet.
2. Check headers: **Product, January, February, March, Total Sales.**
3. In **Total Sales**, enter formula =SUM(B2:D2) for the first product.
4. Copy the formula down for all products.
5. Save the workbook.

#2.3.8 Conditional Summarization with SUMIF

SUMIF allows summing of values that meet a specific condition. It is important because it enables targeted calculations, such as totals for a category or group, without manual filtering. Core concepts include defining the criteria range, condition, and sum range.

The screenshot shows a Microsoft Excel interface with a table of sales data. The formula bar at the top contains the formula `=SUMIF(B2:B10, F1, C2:C10)`. The table has columns A through F. Column A is labeled 'Item', B is 'Region', and C is 'Sales'. In row 1, there are headers 'Region' and 'Sales' under columns E and F respectively. Row 2 shows data for 'Grapes' in the 'North' region with sales of '\$250'. Row 3 shows data for 'Apples' in the 'South' region with sales of '\$155'. Row 4 shows data for 'Grapes' in the 'West' region with sales of '\$130'. Row 5 shows data for 'Lemons' in the 'North' region with sales of '\$255'. Row 6 shows data for 'Apples' in the 'North' region with sales of '\$160'. Row 7 shows data for 'Grapes' in the 'South' region with sales of '\$280'. Row 8 shows data for 'Lemons' in the 'East' region with sales of '\$170'. Row 9 shows data for 'Apples' in the 'East' region with sales of '\$285'. Row 10 shows data for 'Apples' in the 'West' region with sales of '\$110'. A red arrow points from the formula bar to the cell F1, labeled 'criteria'. Two blue arrows point from the labels 'range' and 'sum_range' to the respective ranges in the formula: B2:B10 and C2:C10.

	A	B	C	D	E	F
1	Item	Region	Sales		Region	North
2	Grapes	North	\$250		Sales	\$665
3	Apples	South	\$155			
4	Grapes	West	\$130			
5	Lemons	North	\$255			
6	Apples	North	\$160			
7	Grapes	South	\$280			
8	Lemons	East	\$170			
9	Apples	East	\$285			
10	Apples	West	\$110			

#Lab-WK-4-L1

"In this lab, you will use the SUMIF function to calculate totals based on specific conditions. You will sum marks for students who belong to Class 10, allowing you to analyze data selectively. By the end, you will understand how SUMIF helps perform conditional calculations efficiently in a spreadsheet."

Lab-WK-4-L1

The sheet SumIf Example contains student scores in different subjects. Calculate the total marks for students who are in Class 10 using SUMIF.

1. Open StudentData.xlsx and go to the SumIf Example sheet.
2. Check headers: **Student Name, Class, Math, Science, Total.**
3. In a new cell, enter formula =SUMIF(B2:B11,"10",C2:C11) to sum **Math** marks for Class 10.
4. Repeat for other subjects if needed.
5. Save the workbook.

#2.3.9 Calculating Mean Values with AVERAGE

The AVERAGE function calculates the arithmetic mean of a set of numbers. It is important because it helps summarize data and identify overall trends or typical values. Core concepts include averaging ranges, ignoring blank cells, and combining multiple ranges.

The screenshot shows a Microsoft Excel spreadsheet with a table of delivery dates and quantities. The table has columns for Date of Delivery and Quantity. In column E, there is a cell labeled "Average Formula" containing the value 33.6. A red arrow points from this cell to the formula bar above, which displays the formula =AVERAGE(B2:B11). A green box highlights the text "Average Formula" and the value "33.6".

The formula bar also shows the formula =AVERAGE(B2:B11) in yellow. Below the formula bar, the ribbon menu is open, showing the "AVERAGE" function selected under the "Statistical" category. The "Search for a function:" field contains "AVERAGE". The "Select a function:" dropdown shows "AVEDEV" as the currently selected option, with other functions like "AVERAGE", "AVERAGEA", "AVERAGEIF", "AVERAGEIFS", "BETA.DIST", and "BETA.INV" listed below it. A green box highlights the text "=AVERAGE(" and the formula definition "AVERAGE(number1, [number2], ...)".

	A	B	C	D	E	F
1	Date of Delivery	Quantity		Average Formula	33.6	
2	19/2/2019	55				
3	20/2/2019	12				
4	21/2/2019	21				
5	22/2/2019	12				
6	23/2/2019	23				
7	24/2/2019	55				
8	25/2/2019	67				
9	26/2/2019	1				
10	27/2/2019	34				
11	29/2/2019	56				

#Lab-WK-4-L2

The sheet AverageCalculation contains students' scores for 3 tests. Calculate the average score for each student.

Lab-WK-4-L2

► The sheet AverageCalculation contains students' scores for 3 tests. Calculate the average score for each student.

1. Open StudentData.xlsx and go to the AverageCalculation sheet.
2. Check headers: **Student Name, Test 1, Test 2, Test 3, Average**.
3. In the **Average** column, enter formula
=AVERAGE(B2:D2) for the first student.

#2.3.10: MAX / MIN

MAX returns the largest value in a range, while MIN returns the smallest value. These functions are important because they quickly identify extremes in datasets, such as top scores or lowest sales. Core concepts include applying MAX/MIN to rows, columns, or ranges, and combining with other functions for analysis. They are commonly used in performance comparisons, rankings, and data validation. Using MAX and MIN helps detect outliers and understand the overall spread of data values.

D1	A	B	C	D	E	D2	A	B	C	D
1	Sales		Maximum	974		1	Sales		Maximum	974
2	469					2	469		Minimum	122
3	444					3	444			
4	273					4	273			
5	316					5	316			
6	318					6	318			
7	122					7	122			
8	824					8	824			
9	974					9	974			
10	514					10	514			
11	849					11	849			
12	690					12	690			
13						13				

#Lab-WK-4-L2

The sheet MaxMinExample contains test scores for students. Find the highest and lowest scores in each test.

Lab-WK-4-L2

1. Open StudentData.xlsx and go to the MaxMinExample sheet.
2. Check headers: **Student Name, Test 1, Test 2, Test 3**.
3. In a new cell, enter formula =MAX(B2:B11) to find the highest score in Test 1.
4. In another cell, enter formula =MIN(B2:B11) to find the lowest score in Test 1.
5. Repeat for other tests as needed.
6. Save the workbook.

#2.3.11 Data Sorting

Data sorting is arranging data in a specific order, such as ascending, descending, or by custom criteria. It is important because it allows quick identification of trends, rankings, or patterns in datasets. Core concepts include single-column sorting, multi-level sorting, and sorting numerical or text data. Sorting helps prepare data for analysis and reporting.

The screenshot shows the Microsoft Excel ribbon with the 'DATA' tab selected. In the 'Sort & Filter' group, two buttons are highlighted with red boxes: the 'Sort' button (containing icons for A-Z and Z-A) and the 'Sort Buttons' icon (containing icons for A-Z and Z-A). A red arrow points to the 'Sort' button. Another red arrow points to the 'Selected Column' header above the table. A third red arrow points to the 'Sort Buttons' icon in the ribbon. The table below contains six rows of student data, with the fourth row (Patrick) selected and highlighted in green.

	A	B	C	D	E	F	G
1	Student Name	Course Name	Start Date	Marks Secured	House Assigned		
2	James	Basic Java	09-03-2013	65			
3	Sally	Fine Arts	28-02-2013	78			
4	Patrick	Economics	23-04-2013	91			
5	Gia	Physics	28-03-2013	87			
6	Patrick	Maths	05-05-2013	88			

#Lab-WK-4-L2

The sheet DataSorting contains students' scores and class information. Sort students by Class and then by total marks in descending order.

Lab-WK-4-L2

1. Open StudentData.xlsx and go to the DataSorting sheet.
2. Check headers: **Student Name**, **Class**, **Total Marks**.
3. Click anywhere in the dataset and go to **Data → Sort**.
4. First, sort by **Class** in ascending order.
5. Add a level to sort by **Total Marks** in descending order.
6. Apply the sort and review results.
7. Save the workbook.

#Lesson Summary

Cell Referencing enables formulas to dynamically link worksheet data using **Relative**, **Absolute (\$)**, and **Mixed References**, ensuring accuracy and reusability across datasets. Using references like `=B2+C2` allows efficient calculation of totals while copying formulas with the **Fill Handle** maintains consistency. The **SUM** function simplifies adding values across rows or ranges, such as `=SUM(B2:D2)`, saving time and reducing errors in large datasets. **SUMIF** supports conditional calculations by applying criteria, making it useful for grouped analysis like summing marks for a specific **Class**. The **AVERAGE** function calculates mean values to identify typical performance and overall trends while ignoring blank cells. **MAX** and **MIN** functions quickly detect highest and lowest values, helping identify extremes, rankings, and outliers. **Data Sorting** organizes information in **Ascending**, **Descending**, or **Multi-level** order to reveal patterns and rankings. Together, these tools support efficient **Data Modelling**, accurate analysis, and structured reporting in spreadsheets.

Excel Data Analysis Skills Sequence

