



MASTERING EXCEL: MIN, MAX, AND SUM

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A1 : X ✓ fx A

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	A	B	C	3									
2	10	5	12										
3	15	10	14										
4	20	3	18										
5	25	20	11										
6	30	7	9										
7													
8													
9													
10													
11													
12													

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- Excel is a powerful tool for data analysis, and these three functions are essential for any user. Let's break them down!

SWIPE

A screenshot of Microsoft Excel showing a spreadsheet titled "max_function_example.xlsx". The "Home" tab is selected. The formula bar shows the formula =MIN(A2:A10). The spreadsheet contains the following data:

	A	B	C	D	E	F	G	H	I	J	K	L
1	A	B	C	20								
2	10	5	12									
3	15	10	14									
4	20	3	18									
5	25	20	11									
6	30	7	9									
7												
8												

The cell A1 is selected. A blue callout bubble contains the text "Q @futurevisioncomputers".

MIN FUNCTION:

- Finds the smallest value in a range of cells.
- Syntax: =MIN(range)
- Example: =MIN(A2:A10)

SWIPE

The screenshot shows a Microsoft Excel spreadsheet titled "max_function_example.xlsx". The "Home" tab is selected. In the formula bar, the address "A1" is shown. The main content of the spreadsheet is a table with columns A, B, C, and D. Row 1 contains the values "A", "B", "C", and "D". Row 2 contains the values 10, 5, 12, and 20. Rows 3 through 6 contain the values 15, 10, 14; 20, 3, 18; 25, 20, 11; and 30, 7, 9 respectively. The cell D2, which contains the value 20, is highlighted with a yellow background. The Excel ribbon at the top includes tabs for File, Home, Insert, Page Layout, Formulas, Data, Review, View, Automate, Add-ins, Help, and AI-aided Formula Ed. The Home tab has its own ribbon with sections for Clipboard, Font, Alignment, and Number.

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MAX FUNCTION:

- Finds the largest value in a range of cells.
- Syntax: =MAX(range)
- Example: =MAX(B2:B10)

SWIPE



SUM FUNCTION:

- Adds up the values in a range of cells.
- Syntax: =SUM(range)
- Example: =SUM(C2:C10)

BONUS TIP

Combine these functions with other Excel features to create powerful calculations and analysis.

SWIPE

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