AVERAGE
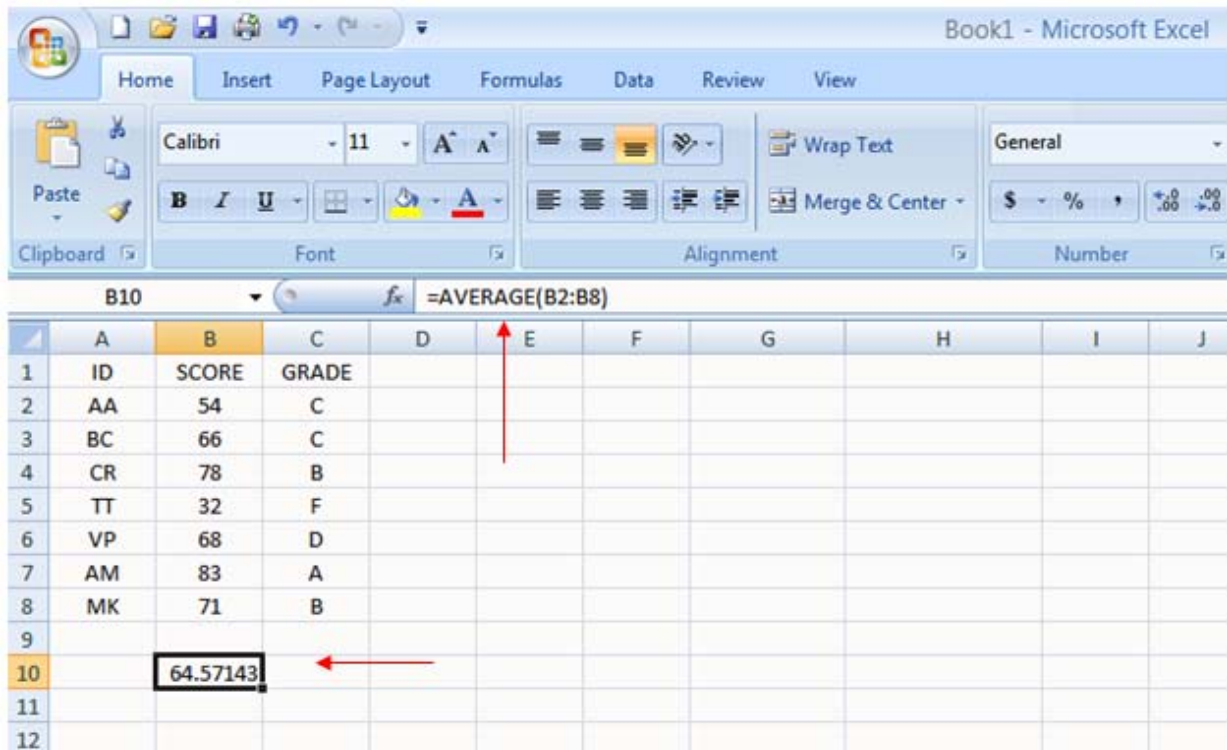
To get an average of a column of numbers, place the cursor where you wish to the average to appear, then enter =AVERAGE(range of data). For instance, if you wish to compute the average of the data in cells B2 through B8 and put the results in cell B10, put the cursor on cell B10 and enter =AVERAGE(B2:B8). The = sign must be included. The letters can be either upper or lower case.

To get a menu of other functions that Excel will compute, click the *fx* icon on the command line.

	A	B	C	D	E	F	G	H	I	J
1	ID	SCORE	GRADE							
2	AA	54	C							
3	BC	66	C							
4	CR	78	B							
5	TT	32	F							
6	VP	68	D							
7	AM	83	A							
8	MK	71	B							
9										
10		64.57143								
11										
12										

B10   *fx* =AVERAGE(B2:B8)

See the next page for "Sort".

SORT

Highlight the range of data you wish to sort including the column heading. Click Data > Sort. Enter the variable you wish to sort by, for instance Age in the example below.
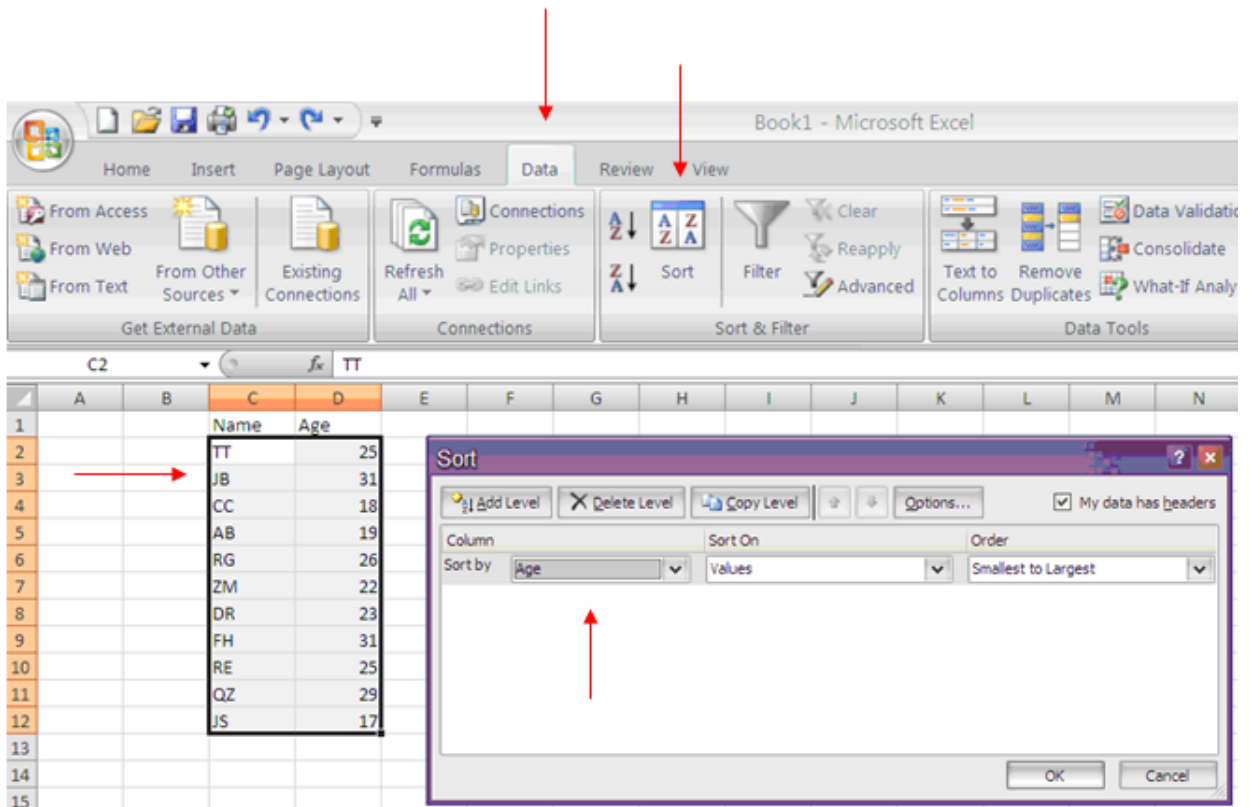
Excel 2003

Although the appearance of the screen is different, computing averages and sorting data in Excel 2003 is the same as in Excel 2007.