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## Digital Literacy II: Office Productivity

### *Unit 3 Spreadsheets*

### *LAB 2 Formulas and Functions*

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#### Objectives

- Solve equations using the order of operations
- Calculate data using simple and complex formulas
- Utilize functions and the AutoSum feature

#### Equipment Required

- Notebook computer
- Microsoft Excel 2013

#### Introduction

The heart of electronic spreadsheets and software is in calculating and analyzing data; the ability to enter content that will automatically compute entries in a sheet is an essential skill and necessity to leverage the full capabilities of spreadsheet software.

In this lab, you will write and edit simple to complex formulas, manually enter functions, and use AutoSum functions to calculate spreadsheet data.

In order to perform the lab Procedure, you should know how to:

- Write simple formulas using cell references
- Edit formulas using the Formula Bar
- Calculate and write complex equations (order of operations)
- Use functions in formulas
- Automatically insert functions using the AutoSum feature





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#### Procedure

#### FORMULAS

1. Open the document “Excel2013\_SimpleFormulas.docx” (enable editing if necessary)
2. Create a simple addition formula—using cell references—in cell B4 to calculate the total budget
3. Change the value of cell B2 to \$2,000; the formula in cell B4 should recalculate the total
4. Use the point-and-click method to create a formula in cell G5 that multiplies the cost of napkins by the quantity needed to calculate the total cost
5. Using the formula bar, edit the formula in cell B9 to change the division sign (/) to a minus sign (-)
6. Solve the following equation on paper without using Microsoft Excel:  $10+(6-3)/2^2*4-1 = ?$
7. Check your answer to #6 by entering the equation in Excel
8. Open the document “Excel2013\_ComplexFormulas.docx” (enable editing if necessary)
9. Create a complex formula in cell D6 that first adds the values of cells D3, D4, and D5 and then multiplies their total by 0.075. Hint: You'll need to think about the order of operations for this to work correctly.

#### FUNCTIONS

1. Open the document “Excel2013\_Functions.docx” (enable editing if necessary)
2. Use the SUM function in cell B16 to calculate the total quantity of items ordered.
3. Use the AutoSum command to insert the MAX function in cell B23 using cells D3 through D15 for the argument to find the most expensive item that was ordered

End Procedure





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