

Microsoft Excel Review

A. Purpose/Function

To Manipulate and process rows and columns of data (Tables of Data)

B. Organization

1. Numbered Rows (1, 2, 3, etc.)
2. Lettered Columns (A, B, C,...Z, AA, AB)
3. Data is stored in 'Cells'
4. Cell address: Intersection of row and column (B12, A4, CC45)
5. Pointer highlights current cell
6. Cell status line

C. Range of Cells

1. Single Cell (B12)
2. Column of adjacent cells (A17:A20)
3. Row of adjacent cells (B6:E6)
4. Rectangular block of cells (B6:E9)

D. Cell-entry classifications

1. Text (labels) – Left Justified
2. Numeric (values) – Right Justified
3. Formulas (computations) – start with an “=”
4. Functions (Special Operations) – start with an “=”

E. Mathematical Symbols

1. () groups together
2. <, >, <=, >=, less than, greater than
3. + Add
4. – Subtract
5. * Multiply
6. / Divide
7. ^ Exponentiation

F. Common Functions

1. SUM(B2:B15)
2. MAX(C1:C2)
3. MIN(A5:D5)
4. AVERAGE(E1:E15)
5. MEDIAN(D5:D159)

G. Cell Address

1. Relative Address (B2)
 - a. based on relative position to formula
 - b. replicated formula reflects new position
2. Absolute Cell Address (\$B2, B\$2, \$B\$2)
 - a. absolute column/row preceded by “\$”
 - b. remains unchanged after replication

	A	B	C	D	E	F
1	Name	Sept	Oct	Nov	Dec	Total
2	Mary	100	200	300	400	
3	Joe	110	210	310	410	
4	Sue	120	220	320	420	
5	Fran	130	230	330	430	
6	Amy	140	240	340	440	
7	Josh	150	250	350	450	
8	Sam	160	260	360	460	
9	Anna	170	270	370	470	
10		Total	Max	Min	Average	Total
11						

F2: Formula:

F2: Function:

B11: Formula

B11: Function

C11: Formula

C11: Function

D11: Formula

D11: Function

E11: Formula

E11: Function

F11: Formula

F11: Function