**USING THE MAXIMUM, MINIMUM AND AVERAGE FUNCTIONS IN EXCEL**

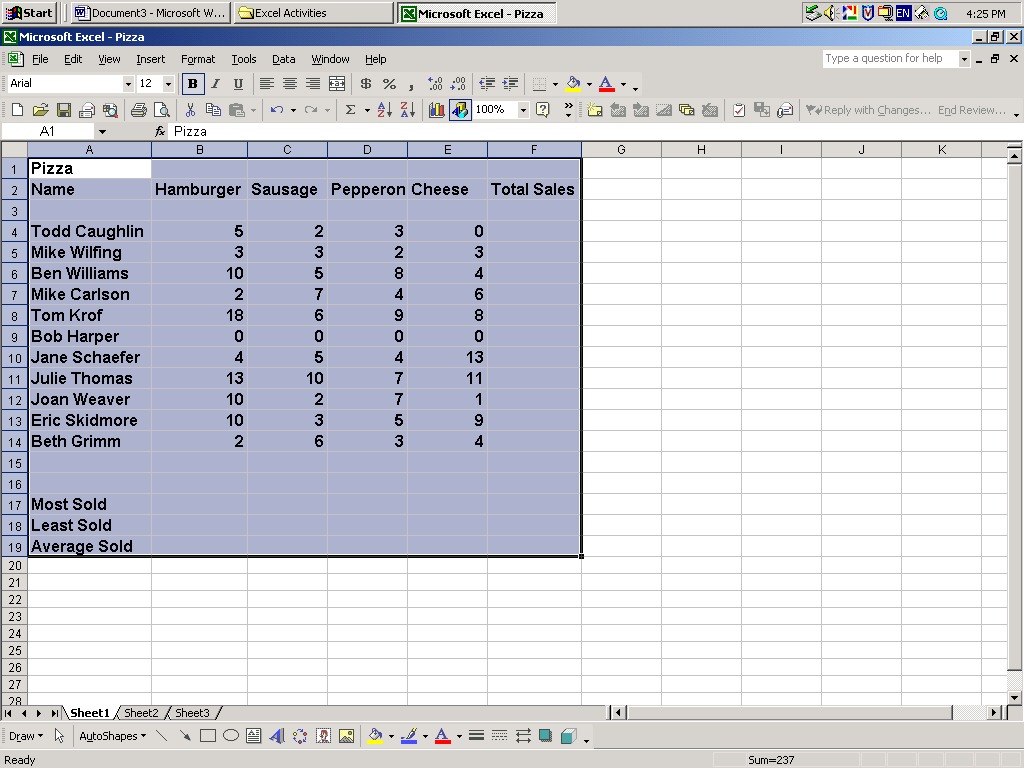
Functions are predefined worksheet formulas that enable you to do complex calculations easily. Functions always begin with the equal sign (=) followed by the formula prefix.

Listed below are some frequently used functions in Excel

|  |  |
| --- | --- |
| Sum (argument) =sum( ) | Calculates the sum of the argument |
| Average (argument) =AVG ( ) | Calculates the average of the argument |
| Maximum (argument) =max ( ) | Displays the largest value among the arguments |
| Minimum (argument) =min ( ) | Displays the smallest value among the arguments |
| Count (argument) =count ( ) | Calculates the number of values in the arguments |

**Let’s Begin:**

1. Open a new Excel worksheet and copy the following information.



2. In Cell **A15** Type the word **Total** and **add all** of the **columns going down** using the AutoSum Button.

3. **Calculate** all of the **total sales** going **across** using the **formula for addition**.

4. **Highlight** the entire **document** and **change** the **font** to **Courier New Size 14**. You will have to **re-adjust** the **margins**.

5. **Highlight** all of the **totals across** the **top and bottom** and **change** the **font** **color to red**. **Center** and **bold the answers**.

6. **Bold**, and **Center all** of the **Pizza titles**.

7. **Highlight Cells A1:F1** and **Merge and Center-Font Size 22**-**Click** the **Paint Can** on the **toolbar** and select a **light turquoise background**.

8. Keep **Cells A1:F1 highlighted** select **Format-Cells-Border** and select a **dark blue color** for the line outline, **select** the **second line** from the **bottom** and click **Outline**. Click on the **Patterns Tab** and **click the drop down arrow** by **patterns click** on the **first row** and the **last pattern** in that row. **Click OK** and click away to see your pattern and outline.

**MAXIMUM TOTALS**

1. To determine the **most sold** we are going to use the formula =max(cell number:cell number) Press **Enter.**

**2. Compute** the **most sold** pizza averages for all of the orders.

3. **Highlight Cell A17** click the drop down arrow by the paint can, locate the **lime** for the background.

4. **Locate** **the individual** that **sold the most pizzas** and make the **background** and **amount** a **lime**.

**MINIMUM TOTALS**

1. To determine the **least sold** we are going to use the formula **=min(cell number:cell number).** Press **Enter**

**2. Compute** the **least sold** pizza averages for all of the orders.

3. **Highlight Cell A18**, click the drop down arrow by the paint can, locate the lavender color for the background.

4. **Locate** the **individual** that sold the **least amount of pizzas** and make their **background** and **amount lavender**.

**COMPUTING AVERAGE**

1. To determine the **average sold** we are going to use the formula **=Average(cell number:cell number)**. Press **Enter**

2. **Compute** the **averages** of **all** the **pizza orders**.

3. **Highlight Cell A19:E19**, click the drop down arrow by the paint can, locate the **pink color for the background**.