

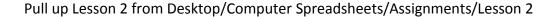
Microsoft Excel 2010

Lesson 2

Lesson 2:

In this lesson you will master the following concepts in Excel:

- Simple add, subtract, multiply and divide
- Autosum
- Average
- Autofill
- Multiple Sheets
- Format Cells, Decimals



- 1. Simple Add, Subtract, Multiply and Divide
 - a. Put your cursor in cell C4. Add the two numbers in A4 and B4 using the + sign.
 - b. Do the same in cell C10 using the sign to subtract
 - c. Do the same in cell C16 using the * sign to multiply
 - d. Do the same in cell C22 using the / sign to divide
 - e. Use autofill to drag down the formula for the rest of that section.
- 2. Autosum
 - a. Use the autosum feature Σ to add the column of numbers
 - b. Your answer should appear in cell E18.
- 3. Average
 - a. Use the average feature Σ to average the column of numbers.
 - b. Your answer should appear in cell G18.
- 4. GPA Calculation
 - a. You will now calculate the GPA of the grades listed.
 - b. Use the information on Sheet 2 to fill in the values in cells G24-G30.
 - c. Average the values entered to come up with the GPA.
- 5. Format Cells, Decimals
 - a. Right click on your GPA answer. Go to Format, Cells and then Number.
 - i. Change the decimal number from 2 to 1.
- 6. Max, Min, Count, Average, Sum
 - a. Using the pull down menu of the $\; \Sigma \;$ button, figure out the
 - i. Max-Highest number
 - ii. Min Lowest number
 - iii. Count How many numbers
 - iv. And the average and sum, which you have already learned.
- 7. Lesson 2 Complete.



- a. Save Document as [Your Name] Lesson 2
- b. Add a header with your name on the left , File name in the middle, and Lesson # on the right.
- c. Submit via Dropbox