

Fall 2015 Spreadsheet Lab

Assignment: Spreadsheet Application: Ticket Sales at Campus Travel

Page: 46

Textbook: Valacich, Joseph S. and Schneider, Christoph. Information Systems Today: Managing in the Digital World. 6th Edition. Prentice Hall. ISBN: 9780132971218 (eText: 9780132971799).

Presentation Creator: Preuss

Presentation Date: 10/1/2015

Notes: This presentation shows most if not all the required steps in completing the assignment. It is the student's responsibility to read and understand the assignment to insure the assignment is correctly done.



The presentation starts Windows 10.



Best match

- Excel 2013**  
Desktop app

Store

- Excel Mobile**
- Spreadsheet Editor - Edit Excel & CSV Files

My stuff | Web

The presentation starts Excel 2013 from Office 365.

# Excel

## Recent

cptr1110-merge.xlsx  
Documents » csci1110 » win\_client\_mailmerge\_...

Ch 3 frequentflier2.xls  
Documents » cptr1138 » Lab04

2013apr\_KABE.csv  
Documents » weather

grader-f2015.xlsx  
Documents » csci1110

2272.xlsx  
Documents » 2272 » msoffice-mailmerge

341.xlsx  
Documents » 341 » msoffice-mailmerge

2272.xlsx  
Documents » msoffice-mailmerge

Ch 2 TCO.csv  
Documents » cptr1138 » Lab03

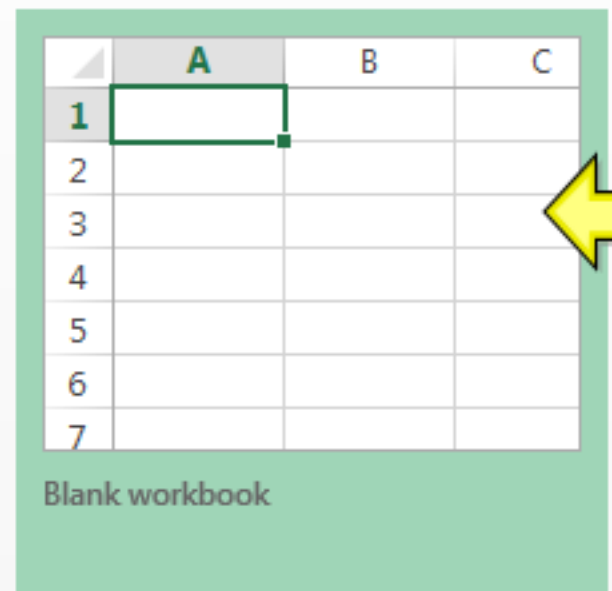
Ch 1 TicketSales.csv  
Documents » cptr1138 » Lab02

Open Other Workbooks

Search for online templates

Tim Preuss  
tim\_preuss@my.minnesota.edu  
Switch account

Suggested searches: Business Personal Industry  
Small Business Calculator Finance - Accounting Lists

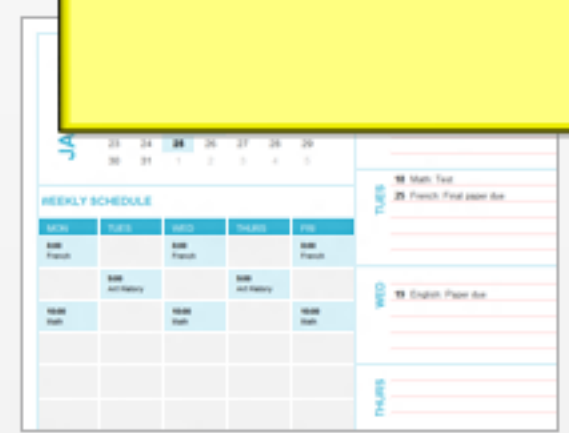


Blank workbook

The presentation selects a blank workbook to begin.



Academic calendar (any year)



Student calendar (Mon)

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing

Calibri 11 A A Bold Italic Underline [Grid] [Color] [Text Color] [Align Left] [Align Center] [Align Right] [Justify] [Decrease Indent] [Increase Indent] [Wrap Text] [Merge Cells] [Unmerge Cells] [General] [Number] [Percentage] [Comma] [Decrease Decimal] [Increase Decimal] [Conditional Formatting] [Format as Table] [Cell Styles] [Insert] [Delete] [Format] [Sum] [Sort & Filter] [Find & Select]

A1 [Cancel] [OK] [fx]

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1															
2															
3															
4															
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21															
22															

The presentation has Excel successfully running with a blank workbook.

- ←
- Info
- New
- Open
- Save
- Save As
- Print
- Share
- Export
- Close
- Account
- Options

# Open

- 🕒 Recent Workbooks
- ☁️ OneDrive - Personal
- 💻 Computer
- ➕ Add a Place

## Computer

### Recent Folders

- 📁 win\_client\_mailmerge\_office365  
Documents » csci1110 » win\_client\_mailmerge\_office365

The presentation will open the example file provided by the textbook. These files may be found on D2L Brightspace.

📁  
Browse

Open

Navigation: < > << >> < cptr1138 > Lab02

Search: Search Lab02

Organize | New folder

Name	Date modified	Type
No items match your search.		

File name: [ ]

All Excel Files (\*.xl\*;\*.xlsx;\*.xlsm;)

Open Cancel

Tim Preuss

merge\_office365

10 » win\_client\_mailmerge\_office365

38 » Lab04

er

10

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ceffia

The presentation navigated to the directory with the example file. No files are shown because the file type is incorrect.

Open

« cptr1138 » Lab02

Search Lab02

Organize | New folder

Name	Date modified	Type
Ch 1 FrequentFliers.txt	8/16/2015 5:39 PM	Text Docu
Ch 1 TicketSales.csv	8/16/2015 5:39 PM	Microsoft

File name: [ ] All Files (\*.\*)

Tools | Open | Cancel

Tim Preuss

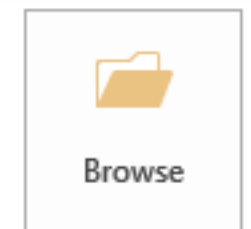
merge\_office365

10 » win\_client\_mailmerge\_office365

38 » Lab04

The presentation changes the file type to "All Files".

Options





Open

« cptr1138 » Lab02

Search Lab02

Organize | New folder

Name	Date modified	Type
Ch 1 FrequentFliers.txt	8/16/2015 5:39 PM	Text Docu
<input checked="" type="checkbox"/> Ch 1 TicketSales.csv	8/16/2015 5:39 PM	Microsoft

File name: Ch 1 TicketSales.csv

All Files (\*.\*)

Open | Cancel

The presentation selects the correct file to open.

Options

Clipboard | Font: Calibri, 11 | Alignment: General | Number: \$, %, .00, .00 | Styles: Conditional Formatting, Format as Table, Cell Styles | Cells: Insert, Delete, Format | Editing: Sort & Filter, Find & Select

A1 : [X] [Y] [fx] Date Sold

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Date Sold	Salespers	Destinatio	Tickets Sold											
2	#####	Lisa	France (Pa	3											
3	3/3/2012	Bob	Hungary a	2											
4	#####	Lisa	Thailand c	4											
5	#####	Bob	Japan	2											
6	3/6/2012	Vivien	India	3											
7	2/1/2012	John	Middle Ea	1											
8	4/5/2012	Andrew	Egypt and	1											
9	#####	Bob	India	2											
10	2/9/2012	John	Egypt and	2											
11	#####	John	Thailand c	3											
12	#####	Heather	Hungary a	3											
13	#####	Vivien	Middle Ea	4											
14	#####	John	Japan	3											
15	#####	Lisa	Japan	2											
16	4/1/2012	John	France (Pa	1											
17	#####	Lisa	Egypt and	2											
18	#####	John	India	4											
19	#####	Vivien	Thailand c	6											
20	4/5/2012	John	Hungary a	2											
21	4/9/2012	Vivien	France (Pa	1											
22	3/6/2012	Vivien	Egypt and	2											

← The data is successfully imported to Excel.

Ch 1 TicketSales.csv - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing

A1 : [Icons] fx Date Sold

	A	B	C	D	E
1	Date Sold	Salespers	Destinatio	Tickets Sold	
2	#####	Lisa	France (Pa	3	
3	3/3/2012	Bob	Hungary a	2	
4	#####	Lisa	Thailand c	4	
5	#####	Bob	Japan	2	
6	3/6/2012	Vivien	India	3	
7	2/1/2012	John	Middle Ea	1	
8	4/5/2012	Andrew	Egypt and	1	
9	#####	Bob	India	2	
10	2/9/2012	John	Egypt and	2	
11	#####	John	Thailand c	3	
12	#####	Heather	Hungary a	3	
13	#####	Vivien	Middle Ea	4	
14	#####	John	Japan	3	
15	#####	Lisa	Japan	2	
16	4/1/2012	John	France (Pa	1	
17	#####	Lisa	Egypt and	2	
18	#####	John	India	4	

Ch 1 TicketSales

READY AVERAGE: 20486.1 COUNT: 148 SUM: 1434027 100%

The presentation selects each letter while holding down the left mouse button. The results are shown.

Ch 1 TicketSales.csv - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing

A1 : [Cancel] [OK] [fx] Date Sold

	A	B	C	D	E
1	Date Sold	Salesperson	Destination	Tickets Sold	
2	2/15/2012	Lisa	France (Paris and Nice)	3	
3	3/3/2012	Bob	Hungary and Poland	2	
4	1/28/2012	Lisa	Thailand or Indonesia	4	
5	1/15/2012	Bob	Japan	2	
6	3/6/2012	Vivien	India	3	
7	2/1/2012	John	Middle East (UAE, Qatar and Oman)	1	
8	4/5/2012	Andrew	Egypt and South Africa	1	
9	2/11/2012	Bob	India	2	
10	2/9/2012	John	Egypt and South Africa	2	
11	1/19/2012	John	Thailand or Indonesia	3	
12	1/30/2012	Heather	Hungary and Poland	3	
13	2/27/2012	Vivien	Middle East (UAE, Qatar and Oman)	4	
14	3/13/2012	John	Japan	3	
15	4/13/2012	Lisa	Japan	2	
16	4/1/2012	John	France (Paris and Nice)	1	
17	3/28/2012	Lisa	Egypt and South Africa	2	
18	3/16/2012	John	India	4	

Ch 1 TicketSales

READY AVERAGE: 20486.1 COUNT: 148 SUM: 1434027 100%

The presentation double clicks on the end of the E column box. All the boxes are now resized as shown.

Save As

Navigation: < > << >> << cptr1138 > Done > Lab02

Search: Search Lab02

Organize | New folder

Name	Date modified	Type
No items match your search.		

File name: Ch 1 TicketSales.xlsx

Save as type: Excel Workbook (\*.xlsx)

Authors: Tim Preuss

Tags: Add a tag

Save Thumbnail

Tools | Save | Cancel

Tim Preuss

Lab02

ge\_office365

win

Lab

ge

Documents » 2272 » msoffice

Documents

Desktop

The presentation saves the spreadsheet as a native Excel file as shown.

Ch 1 TicketSales.xlsx - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing

D37

	A	B	C	D	E	F	G	H	I	J
29	4/12/2012	Lisa	Hungary and Poland	3						
30	4/1/2012	Lisa	Middle East (UAE, Qatar and Oman)	3						
31	3/16/2012	Vivien	Japan	3						
32	3/11/2012	Bob	Egypt and South Africa	2						
33	2/11/2012	Andrew	India	1						
34	2/19/2012	Bob	Middle East (UAE, Qatar and Oman)	2						
35	2/19/2012	Heather	Egypt and South Africa	1						
36	4/15/2012	Heather	Thailand or Indonesia	1						
37			Total Tickets Sold							
38			Most Tickets Sold							
39			Least Tickets Sold							
40			Average Number of Tickets Sold							
41										
42										
43										
44										
45										
46										

Ch 1 TicketSales

READY 100%

The presentation selects the box for "Total Tickets Sold" as shown.



Ch 1 TicketSales.xlsx - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number

VLOOKUP : X ✓ fx =SUM(D2:D36)

	A	B	C	D	E	F
29	4/12/2012	Lisa	Hungary and Poland	3		
30	4/1/2012	Lisa	Middle East (UAE, Qatar and Oman)	3		
31	3/16/2012	Vivien	Japan	3		
32	3/11/2012	Bob	Egypt and South Africa	2		
33	2/11/2012	Andrew	India	1		
34	2/19/2012	Bob	Middle East (UAE, Qatar and Oman)	2		
35	2/19/2012	Heather	Egypt and South Africa	1		
36	4/15/2012	Heather	Thailand or Indonesia	1		
37			Total Tickets Sold	=SUM(D2:D36)		
38			Most Tickets Sold	SUM(number1, [number2])		
39			Least Tickets Sold			
40			Average Number of Tickets Sold			
41						
42						
43						
44						
45						
46						

Ch 1 TicketSales

POINT

This is the summation symbol.

The presentation selects summation and selects all the numbers to add.

Ch 1 TicketSales.xlsx - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing

D37 :  $\times$   $\checkmark$  *fx* =SUM(D2:D36)

	A	B	C	D	E	F	G	H	I	J
29	4/12/2012	Lisa	Hungary and Poland	3						
30	4/1/2012	Lisa	Middle East (UAE, Qatar and Oman)	3						
31	3/16/2012	Vivien	Japan	3						
32	3/11/2012	Bob	Egypt and South Africa	2						
33	2/11/2012	Andrew	India	1						
34	2/19/2012	Bob	Middle East (UAE, Qatar and Oman)	2						
35	2/19/2012	Heather	Egypt and South Africa	1						
36	4/15/2012	Heather	Thailand or Indonesia	1						
37			Total Tickets Sold	81						
38			Most Tickets Sold							
39			Least Tickets Sold							
40			Average Number of Tickets Sold							
41										
42										
43										
44										
45										
46										

Ch 1 TicketSales

READY

100%

All the numbers are correctly added together as shown.



Ch 1 TicketSales.xlsx - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing

D38

	A	B	C	D	E	F	G	H	I	J
29	4/12/2012	Lisa	Hungary and Poland	3						
30	4/1/2012	Lisa	Middle East (UAE, Qatar and Oman)	3						
31	3/16/2012	Vivien	Japan	3						
32	3/11/2012	Bob	Egypt and South Africa	2						
33	2/11/2012	Andrew	India	1						
34	2/19/2012	Bob	Middle East (UAE, Qatar and Oman)	2						
35	2/19/2012	Heather	Egypt and South Africa	1						
36	4/15/2012	Heather	Thailand or Indonesia	1						
37			Total Tickets Sold	81						
38			Most Tickets Sold							
39			Least Tickets Sold							
40			Average Number of Tickets Sold							
41										
42										
43										
44										
45										
46										

Ch 1 TicketSales

READY 100%

The presentation selects the box for "Most Tickets Sold".

Ch 1 TicketSales.xlsx - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing

D38 : [X] [✓] **fx** =

The presentation selects the function generator symbol.

The presentation enters "max" as a search term. The presentation selects OK to enter the parameters for "max".

Insert Function

Search for a function:

max

Select a category: Most Recently Used

Function:

VLOOKUP(lookup\_value,table\_array,col\_index\_num,range\_lookup)  
Looks for a value in the leftmost column of a table, and then returns a value in the same row from a column you specify. By default, the table must be sorted in an ascending order.

Help on this function

OK Cancel

	A	B	C	D	E
29	4/12/2012	Lisa	Hungary and Poland	3	
			(UAE, Qatar and Oman)	3	
			South Africa	2	
				1	
40			Average Number of Tickets Sold		
41					
42					
43					
44					
45					
46					

Ch 1 TicketSales.xlsx - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing

D38 : [X] [✓] [fx] =MAX(D2:D37)

	A	B	C
2	2/15/2012	Lisa	France (Paris and Nice)
3	3/3/2012	Bob	Hungary and Poland
4	1/28/2012	Lisa	Thailand or Indonesia
5	1/15/2012	Bob	Japan
6	3/6/2012	Vivien	India
7	2/1/2012	John	Middle East (UAE, Qatar and Oman)
8	4/5/2012	Andrew	Egypt and South Africa
9	2/11/2012	Bob	India
10	2/9/2012	John	Egypt and South Africa
11	1/19/2012	John	Thailand or Indonesia
12	1/30/2012	Heather	Hungary and Poland
13	2/27/2012	Vivien	Middle East (UAE, Qatar and Oman)
14	3/13/2012	John	Japan
15	4/13/2012	Lisa	Japan
16	4/1/2012	John	France (Paris and Nice)
17	3/28/2012	Lisa	Egypt and South Africa
18	3/16/2012	John	India
19	4/22/2012	Vivien	Thailand or Indonesia

Function Arguments

MAX

Number1: D2:D37 = {3;2;4;2;3;1;1;2;2;3;3;4;3;2;1;2;4;6;2;1;...}

Number2: = number

OK Cancel

The presentation will select the button above the arrow. This will allow the presentation to reselect the number range to calculate the maximum number.

Ch 1 TicketSales.xlsx - Excel

[Thumbnail of the spreadsheet showing the data and the MAX function result]

Ch 1 TicketSales.xlsx - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing

D2 : =MAX(D2:D36)

	A	B	C	D	E	F	G	H	I	J
24	1/23/2012	Vivien	Hungary and Poland	1						
25	3/3/2012	Andrew	Middle East (UAE, Qatar and Oman)	3						
26	1/2/2012	Andrew	Japan	2						
27	1/19/2012	Andrew	France (Paris and Nice)	2						
28	4/2/2012	Bob	France (Paris and Nice)	1						
29	4/12/2012	Lisa	Hungary and Poland	3						
30	4/1/2012	Lisa	Middle East (UAE, Qatar and Oman)	3						
31	3/16/2012	Vivien	Japan	3						
32	3/11/2012	Bob	Egypt and South Africa	2						
33	2/11/2012	Andrew	India	1						
34	2/19/2012	Bob	Middle East (UAE, Qatar and Oman)	2						
35	2/19/2012	Heather	Egypt and South Africa	1						
36	4/15/2012	Heather	Thailand or Indonesia	1						
37			Total Tickets Sold	81						
38			Most Tickets Sold	<(D2:D36)						
39			Least Tickets Sold							
40			Average Number of Tickets Sold							
41										

Ch 1 TicketSales

POINT [Grid] [Full Screen] [Pause] [Zoom: 100%]

The presentation selects all the numbers in the column to calculate the maximum number. Note, the presentation skips the "Total Tickets Sold" number, as shown.

Function Arguments

D2:D36

Command Prompt

Ch 1 TicketSales.xlsx - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing

D36 : [X] [Y] [fx] =MAX(D2:D36)

	A	B	C	D	E	F	G	H	I	J
1	Date Sold	Salesperson	Destination	Tickets Sold						
2	2/15/2012	Lisa	France (Paris and Nice)	3						
3	3/3/2012	Bob	Hungary and Poland	2						
4	1/28/2012	Lisa	Thailand or Indonesia							
5	1/15/2012	Bob	Japan							
6	3/6/2012	Vivien	India							
7	2/1/2012	John	Middle East (UAE, Qatar)							
8	4/5/2012	Andrew	Egypt and South Africa							
9	2/11/2012	Bob	India							
10	2/9/2012	John	Egypt and South Africa							
11	1/19/2012	John	Thailand or Indonesia							
12	1/30/2012	Heather	Hungary and Poland							
13	2/27/2012	Vivien	Middle East (UAE, Qatar)							
14	3/13/2012	John	Japan							
15	4/13/2012	Lisa	Japan							
16	4/1/2012	John	France (Paris and Nice)							
17	3/28/2012	Lisa	Egypt and South Africa							
18	3/16/2012	John	India							

Function Arguments

MAX

Number1: D2:D36 = {3;2;4;2;3;1;1;2;2;3;3;4;3;2;1;2;4;6;2;1;...}

Number2: = number

= 6

ues. Ignores logical values and text.

number1,number2,... are 1 to 255 numbers, empty cells, logical values, or text numbers for which you want the maximum.

OK Cancel

The presentation is happy with the range. The presentation selects OK to continue.

Ch 1 TicketSales.xlsx - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing

D39 fx =

31	3/16/2012	Vivien	Japan	3					
			South Africa	2					
			(UAE, Qatar and Oman)	1					
			South Africa						
			Indonesia						
			Sold						
38			Most Tickets Sold						
39			Least Tickets Sold						
40									
41									
42									
43									
44									
45									
46									
47									
48									

Ch 1 TicketSales

EDIT

Insert Function

Search for a function: min

Select a category: Most Recently Used

Select a function:

MAX(number1,number2,...)  
Returns the largest value in a set of values. Ignores logical values and text.

Help on this function

OK Cancel

The presentation selects the function generator symbol.

The presentation enters "min" as a search term. The presentation selects OK to enter the parameters for "min"

Ch 1 TicketSales.xlsx - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing

D39 : [X] [✓] [fx] =MAX(D38)

	A	B	C	D	E	F	G	H	I	J
31	3/16/2012	Vivien	Japan	3						
32	3/11/2012	Bob	Egypt and South Africa	2						
33	2/11/2012	Andrew	India	1						
34	2/19/2012	Bob	Middle East (UAE, Qatar)							
35	2/19/2012	Heather	Egypt and South Africa							
36	4/15/2012	Heather	Thailand or Indonesia							
37			Total Tickets Sold							
38			Most Tickets Sold							
39			Least Tickets Sold							
40			Average Number of Tickets Sold							
41										
42										
43										
44										
45										
46										
47										
48										

Function Arguments

MAX

Number1: D38 = 6

Number2: = number

Return value: 6

Formulas: to 255 numbers, empty cells, logical values, or text. If you want the maximum.

OK Cancel

Ch 1 TicketSales

EDIT

The presentation will select the button above the arrow. This will allow the presentation to reselect the number range to calculate the minimum number.

Ch 1 TicketSales.xlsx - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing

D36 : [X] [Check] [fx] =MAX(D36)

	A	B	C	D	E	F	G	H	I	J
31	3/16/2012	Vivien	Japan	3						
32	3/11/2012	Bob	Egypt and South Africa	2						
33	2/11/2012	Andrew	India	1						
34	2/19/2012	Bob	Middle East (UAE, Qatar and Oman)	2						
35	2/19/2012	Heather	Egypt and South Africa	1						
36	4/15/2012	Heather	Thailand or Indonesia	1						
37			Total Tickets Sold	81						
38			Most Tickets Sold	6						
39			Least Tickets Sold	=MAX(D36)						
40			Average Number of Tickets Sold							
41										
42										
43										
44										
45										
46										
47										
48										

Function Arguments

D36

The presentation selects all the numbers in the column to calculate the minimum number. Note, the presentation skips the "Total Tickets Sold" and "Most Tickets Sold" numbers, as shown.



Ch 1 TicketSales.xlsx - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing

D36 : [X] [Y] [fx] =MAX(D2:D36)

	A	B	C	D	E	F	G	H	I	J
1	Date Sold	Salesperson	Destination	Tickets Sold						
2	2/15/2012	Lisa	France (Paris and Nice)	3						
3	3/3/2012	Bob	Hungary and Poland	2						
4	1/28/2012	Lisa	Thailand or Indonesia	4						
5	1/15/2012	Bob	Japan	2						
6	3/6/2012	Vivien	India	3						
7	2/1/2012	John	Middle East (UAE, Qatar and Oman)	1						
8	4/5/2012	Andrew	Egypt and South Africa	1						
9	2/11/2012	Bob	India	2						
10	2/9/2012	John	Egypt and South Africa	2						
11	1/19/2012	John	Thailand or Indonesia	3						
12	1/30/2012	Heather	Hungary and Poland	3						
13	2/27/2012	Vivien	Middle East (UAE, Qatar and Oman)	4						
14	3/13/2012	John	Japan							
15	4/13/2012	Lisa	Japan							
16	4/1/2012	John	France (Paris and Nice)	1						
17	3/28/2012	Lisa	Egypt and South Africa	2						
18	3/16/2012	John	India	4						

Function Arguments  
D2:D36

The presentation is happy with the range. The presentation selects enter to continue.

Ch 1 TicketSales.xlsx - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing

D36 : [X] [Y] [fx] =MAX(D2:D36)

	A	B	C	D	E	F	G	H	I	J
1	Date Sold	Salesperson	Destination	Tickets Sold						
2	2/15/2012	Lisa	France (Paris and Nice)	3						
3	3/3/2012	Bob	Hungary and Poland	2						
4	1/28/2012	Lisa	Thailand or Ind							
5	1/15/2012	Bob	Japan							
6	3/6/2012	Vivien	India							
7	2/1/2012	John	Middle East (U							
8	4/5/2012	Andrew	Egypt and Soutl							
9	2/11/2012	Bob	India							
10	2/9/2012	John	Egypt and Soutl							
11	1/19/2012	John								
12	1/30/2012	Heather								
13	2/27/2012	Vivien								
14	3/13/2012	John								
15	4/13/2012	Lisa								
16	4/1/2012	John								
17	3/28/2012	Lisa								
18	3/16/2012	John								

Function Arguments

MAX

Number1: D2:D36 = {3;2;4;2;3;1;1;2;2;3;3;4;3;2;1;2;4;6;2;1;...}

Number2: = number

= 6

values. Ignores logical values and text.

1: number1,number2,... are 1 to 255 numbers, empty cells, logical values, or text numbers for which you want the maximum.

OK Cancel

The presentation is happy with the range. The presentation selects OK to continue.

Ch 1 TicketSales.xlsx - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing

D40 fx =

24	1/23/2012	Vivien	Hungary and Poland	1						
			(UAE, Qatar and Oman)	3						
31	3/16/2012	Vivien	Japan							
32	3/11/2012	Bob	Egypt and South Africa							
33	2/11/2012	Alex								
34	2/19/2012	Bob								
35	2/19/2012	Helen								
36	4/15/2012	Helen								
37										
38			Most Tickets Sold							
39			Least Tickets Sold							
40			Average Number of Tickets Sold							
41										

Ch 1 TicketSales

EDIT

Insert Function

Search for a function:

average

Or select a category: Recommended

Select a function:

**AVERAGE(number1,number2,...)**  
Returns the average (arithmetic mean) of its arguments, which can be numbers or names, arrays, or references that contain numbers.

[Help on this function](#)

OK Cancel

The presentation selects the function generator symbol.

The presentation enters "average" as a search term. The presentation selects OK to enter the parameters for "average".

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FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing

D40    $\text{fx}$  =AVERAGE(D38:D39)

	A	B	C	D	E	F	G	H	I	J
24	1/23/2012	Vivien	Hungary and Poland	1						
25	3/3/2012	Andrew	Middle East (UAE, Qatar and Oman)	3						
26	1/2/2012	Andrew	Japan	2						
27	1/19/2012	Andrew	France (Paris and Nice)	2						
28	4/2/2012	Bob	France (Paris and Nice)	1						
29	4/12/2012	Lisa	Hungary and Poland	3						
30	4/1/2012	Lisa	Middle East (UAE, Qatar and Oman)	2						
31	3/16/2012	Vivien	Japan							
32	3/11/2012	Bob	Egypt and South Africa							
33	2/11/2012	Andrew	India							
34	2/19/2012	Bob	Middle East (UAE, Qatar and Oman)							
35	2/19/2012	Heather	Egypt and South Africa							
36	4/15/2012	Heather	Thailand or India							
37			Total Tickets Sold							
38			Most Tickets Sold							
39			Least Tickets Sold							
40			Average Number of Tickets Sold							
41										

Function Arguments

AVERAGE

Number1: D38:D39 = {6;6}

Number2: = number

Return that array as a horizontal array if TRUE, otherwise as a vertical array. If omitted, the default is FALSE.

Up to 255 numeric arguments for which you want to calculate the average.

OK Cancel

The presentation will select the button above the arrow. This will allow the presentation to reselect the number range to calculate the average number.

Command Prompt



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FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing

D40 : [X] [✓] [fx] =AVERAGE(D2:D36)

	A	B	C
1	Date Sold	Salesperson	Destination
2	2/15/2012	Lisa	France (Paris ar
3	3/3/2012	Bob	Hungary and Po
4	1/28/2012	Lisa	Thailand or Ind
5	1/15/2012	Bob	Japan
6	3/6/2012	Vivien	
7	2/1/2012	John	
8	4/5/2012	Andrew	
9	2/11/2012	Bob	
10	2/9/2012	John	
11	1/19/2012	John	
12	1/30/2012	Heather	
13	2/27/2012	Vivien	
14	3/13/2012	John	
15	4/13/2012	Lisa	
16	4/1/2012	John	
17	3/28/2012	Lisa	Egypt and South Africa
18	3/16/2012	John	India

Function Arguments

AVERAGE

Number1: D2:D36 = {3;2;4;2;3;1;1;2;2;3;3;4;3;2;1;2;4;6;2;1;...}

Number2: = number

= 2.314285714

of its arguments, which can be numbers or names, arrays, or references

: number1,number2,... are 1 to 255 numeric arguments for which you want the average.

OK Cancel

The presentation is happy with the range. The presentation selects OK to continue.

Ch 1 TicketSales.xlsx - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing

D40 :   *fx* =AVERAGE(D2:D36)

	A	B	C	D	E	F	G	H	I	J
24	1/23/2012	Vivien	Hungary and Poland	1						
25	3/3/2012	Andrew	Middle East (UAE, Qatar and Oman)	3						
26	1/2/2012	Andrew	Japan	2						
27	1/19/2012	Andrew	France (Paris and Nice)	2						
28	4/2/2012	Bob	France (Paris and Nice)	1						
29	4/12/2012	Lisa	Hungary and Poland	3						
30	4/1/2012	Lisa	Middle East (UAE, Qatar and Oman)	3						
31	3/16/2012	Vivien	Japan	3						
32	3/11/2012	Bob	Egypt and South Africa	2						
33	2/11/2012	Andrew	India	1						
34	2/19/2012	Bob	Middle East (UAE, Qatar and Oman)	2						
35	2/19/2012	Heather	Egypt and South Africa	1						
36	4/15/2012	Heather	Thailand or Indonesia	1						
37			Total Tickets Sold	81						
38			Most Tickets Sold	6						
39			Least Tickets Sold	6						
40			Average Number of Tickets Sold	2.31428571						
41										

Ch 1 TicketSales

READY | [Grid] [Full Screen] [Pause] [Zoom] 100%

The presentation is happy with the results.

Ch 1 TicketSales.xlsx - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing

fx =AVERAGE(D2:D36)

	A	B	C	D	E	F	G	H	I	J
24	1/23/2012	Vivien	Hungary and Poland	1						
25	3/3/2012	Andrew	Middle East (UAE, Qatar and Oman)	3						
26	1/2/2012	Andrew	Japan	2						
27	1/19/2012	Andrew	France (Paris and Ni...	2						
28	4/2/2012	Bob	France (Paris and Ni...	2						
29	4/12/2012	Lisa	Hungary and Poland	1						
30	4/1/2012	Lisa	Middle East (UAE, Q...	1						
31	3/16/2012	Vivien	Japan	1						
32	3/11/2012	Bob	Egypt and South Afri...	1						
33	2/11/2012	Andrew	India	1						
34	2/19/2012	Bob	Middle East (UAE, Qatar and Oman)	2						
35	2/19/2012	Heather	Egypt and South Africa	1						
36	4/15/2012	Heather	Thailand or Indonesia	1						
37			Total Tickets Sold	81						
38			Most Tickets Sold	6						
39			Least Tickets Sold	6						
40			Average Number of Tickets Sold	2.31428571						
41										

Ch 1 TicketSales

Microsoft Excel

Want to save your changes to 'Ch 1 TicketSales.xlsx'?

Save Don't Save Cancel

The presentation saves the spreadsheet.