

KCA 131-132: USING THE SUM AND AVERAGE FUNCTIONS IN SPREADSHEETS

ESSENTIAL QUESTIONS:

1. Can you demonstrate how to enter a SUM function in a spreadsheet?
2. Can you demonstrate how to enter an AVERAGE function in a spreadsheet?
3. Can you identify two ways to CENTER across a range of cells in a spreadsheet?

WHAT ARE YOU LEARNING TODAY?

I am learning how to properly enter functions in a spreadsheet, and centering across a selection in a spreadsheet.

WHY DO YOU THINK THIS IS IMPORTANT?

This is important so that I may learn to use spreadsheets and display them in a logical manner. Spreadsheets are a very useful tool for “What If” analysis, and learning the proper usage and capabilities of spreadsheets will benefit me in the future, whether it is in my education or business life.