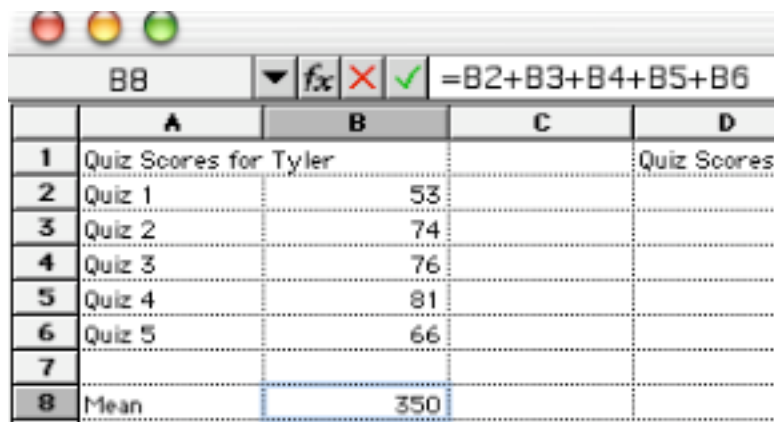


Spreadsheet Information



The screenshot shows a spreadsheet window with a title bar containing three colored buttons (red, yellow, green). Below the title bar is a formula bar showing the cell address 'B8', a dropdown arrow, a function icon 'fx', a red 'X' icon, a green checkmark icon, and the formula text '=B2+B3+B4+B5+B6'. The spreadsheet grid has columns labeled A, B, C, and D, and rows numbered 1 through 8. Row 1 is titled 'Quiz Scores for Tyler' in column A and 'Quiz Scores' in column D. Rows 2 through 6 contain quiz scores in column B: 53, 74, 76, 81, and 66 respectively. Row 8 is labeled 'Mean' in column A and '350' in column B, which is highlighted with a blue border.

	A	B	C	D
1	Quiz Scores for Tyler			Quiz Scores
2	Quiz 1	53		
3	Quiz 2	74		
4	Quiz 3	76		
5	Quiz 4	81		
6	Quiz 5	66		
7				
8	Mean	350		

Writing Formulas: A formula is a mathematical statement you write that tells the spreadsheet to perform a calculation. To enter a formula in a cell, you must select the cell and then type in your formula beginning with an equal (=) sign. **You cannot leave off the equals sign!** For example, to enter a formula in cell B8 that adds the values in cells B2 through B6, you would:

- (1) Click cell B8.
- (2) Type **=B2+B3+B4+B5+B6**.
- (3) Press **ENTER**.

TRY IT NOW.

Division: To enter a formula in cell B8 that divides cell B4 by cell B2:

- (1) Click in cell B8.
- (2) Type **=B4/B2**.
- (3) Press **ENTER**.

TRY IT NOW.

Multiplication: To enter a formula in cell B8 that multiplies cell B3 by cell B4:

- (1) Click in cell B8.
- (2) Type **=B3*B4**.
- (3) Press **ENTER**.

TRY IT NOW.

Subtraction: To enter a formula in cell B8 that subtracts cell B5 by cell B4:

- (1) Click in cell B8.
- (2) Type your equals (=) sign, but this time instead of typing B5, click on that cell. Then type a - sign. Finally, click in cell B4. **=B5-B4**.
- (3) Press **ENTER**.

TRY IT NOW.

Special Formula: Your spreadsheet has many built-in formulas called functions. One of them is **SUM**. This formula will add a set of cells for you without you having to type in the cell names. To enter a SUM function in cell B8 that calculates the sum of cells B2 - B6, do the following:

- (1) Click in cell B8.
- (2) Type =SUM(. Then take your mouse click on cells B2-B6. Type). **=SUM(B2+B3+B4+B5+B6)**.
- (3) Press **ENTER**.

TRY IT NOW.

Finding the mean: To type the formula in cell B8 for finding the mean quiz score for Tyler:

(1) Click in cell B8.

(2) Type **=SUM(B2+B3+B4+B5+B6)/5.**

(3) Press **ENTER.**

TRY IT NOW.