Microsoft Office Excel 2013 Intermediate
Course 01 - Creating Advanced Formulas

WORKBOOK
Course 01: Creating Advanced Formulas

- Apply Range Names
- Use Specialized Functions
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Where to Access Saved Versions

Info

My_Author_Data

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Versions
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Syntax of the AVERAGE Function

Syntax

\[ \text{AVERAGE} \left( \text{number}_1, \{ \text{number}_2 \}, \ldots \right) \]

The AVERAGE function syntax has the following arguments:

- **Number1** Required. The first number, cell reference, or range for which you want the average.
- **Number2, \ldots** Optional. Additional numbers, cell references or ranges for which you want the average, up to a maximum of 255.
Reflective Questions

1. Consider your company and the types of data it creates and crunches. How might you leverage advanced formulas in your organization?

2. What are some range names you could use that are relevant to your company's data?
Course 01 Review: Creating Advanced Formulas

- Apply Range Names
- Use Specialized Functions
Questions and Answers
Review Questions:

1. What is a range name in Excel?
   A. A meaningful description that you assign to a cell or range
   B. A label that you place in cell A1
   C. A meaningful description that you assign to a formula
   D. None of the above

2. True or False: Names must begin with a letter or an underscore and can include spaces.
   A. True
   B. False

3. Which of the following is a good example of using a named cell or range in a formula?
   A. =SUM(Qtr1_Sales)
   B. =SUM(Qtr1 Sales)
   C. =SUM(A8:A42)
   D. None of the above

4. Which of the following uses the proper syntax for the SUM function?
   A. SUM(A1:A8)
   B. =SUM(A1:A8)
   C. =SUM(A1:A8)
   D. =SUM(1A:8A)

5. If your worksheet contains total sales figures for each of your salespeople, which function could you use to find the salesperson with the highest sales?
   A. COUNT
   B. HIGHTOTAL
   C. MIN
   D. MAX

6. In which scenario(s) can you apply the use of range names?
   A. Formulas
   B. Functions
   C. Go to functions
   D. All of the above
7. If you wished to change display options specific to the worksheet you are on, which of the following is the correct location?
   A. File, Save, Display Options, current worksheet
   B. File, Save, Advanced, this worksheet
   C. File, Options, Advanced, Change Display options for this worksheet
   D. None of the above
Answer Key:

1. A
   A name is a meaningful description that you assign to a cell or range.

2. B
   False. Names cannot include spaces.

3. A
   =SUM(Qtr1_Sales) is a good example of using a named cell or range in a formula.

4. B
   =SUM(A1:A8) uses the proper syntax for the SUM function.

5. D
   The MAX function would allow you to find the salesperson with the highest sales.

6. D
   You can use range names in any place that cell references are used.

7. C
   If you use File Options, the Advanced Tab allows you to change the display options for the worksheet only.