Directions: Create formulas that would figure the totals in the following spreadsheet. Make sure the formula is exactly like you would enter it into the cell.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **A** | **B** | **C** | **D** | **E** |
| **1** | **Products** | **January** | **February** | **March** | **April** |
| 2 | Cellular Phones | 1,000 | 1,000 | 1,000 | 1,000 |
| 3 | Fax Machines | 2,000 |  |  |  |
| 4 | Copy Machines | 3,000 |  |  |  |
| 5 | Postage Meters | 4,000 |  |  |  |
| 6 | Laser Printer | 5,000 |  |  |  |
| **7** | **Total** |  |  |  |  |
| **8** | **Average** |  |  |  |  |
| **9** | **Maximum** |  |  |  |  |
| **10** | **Minimum** |  |  |  |  |

Formulas:

1. Total up each month

a.

b.

c.

d.

2. Average each months numbers (this will be a range)

a.

b.

c.

d.

3. Find the maximum number for each month (this will be a range)

a.

b.

c.

d.

4. Find the minimum number for each month (this will be a range)

a.

b.

c.

d.