

Microsoft Excel Introduction

Class Activity 7 - Functions

1. Create the following spreadsheet in a new Excel workbook.

	A	B	C	D	E	F	G	H	I
1	BOB's Brewery								
2	DEPARTMENTAL ACTUAL COSTS								
3							DEPT COSTS PER MONTH		
4		Sales Team	Admin Team	Marketing Team	Engineering Team	Maintenance Team	AVERAGE	MIN	MAX
5	Quarter 1								
6	June	156,934	157,896	158,796	157,896	158,796			
7	July	134,569	321,321	134,569	234,624	134,569			
8	August	291,503	479,217	293,365	392,520	293,365			
9	Total	583,006	958,434	586,730	785,040	586,730			
10									
11	Quarter 2								
12	September	234,624	134,569	321,321	156,934	157,896			
13	October	157,896	158,796	156,934	157,896	158,796			
14	November	391,558	292,465	480,117	314,830	316,692			
15	Total	784,078	585,830	958,372	629,660	633,384			
16									
17	Quarter 3								
18	December	391,558	292,465	480,117	314,830	316,692			
19	January	418,293	353,173	478,253	367,783	369,924			
20	February	496,760	432,121	557,651	446,731	449,322			
21	Total	1,306,612	1,077,758	1,516,022	1,129,343	1,135,938			
22									
23	Quarter 4								
24	March	653,694	590,017	716,447	604,627	608,118			
25	April	391,558	292,465	480,117	314,830	316,692			
26	May	418,293	353,173	478,253	367,783	369,924			
27	Total	1,463,546	1,235,654	1,674,818	1,287,239	1,294,734			
28	RESULTS PER TEAM								
29	Monthly Results								
30	AVERAGE								
31	MIN								
32	MAX								
33	Quarterly Results								
34	AVERAGE								
35	MIN								
36	MAX								
37									
38									

2. Work out the AVERAGE, MAX and MIN Dept costs for the Months of the Year
3. Work out the AVERAGE, MAX and MIN for the Monthly Team Results
4. Work out the AVERAGE, MAX and MIN for the Quarterly Team Results