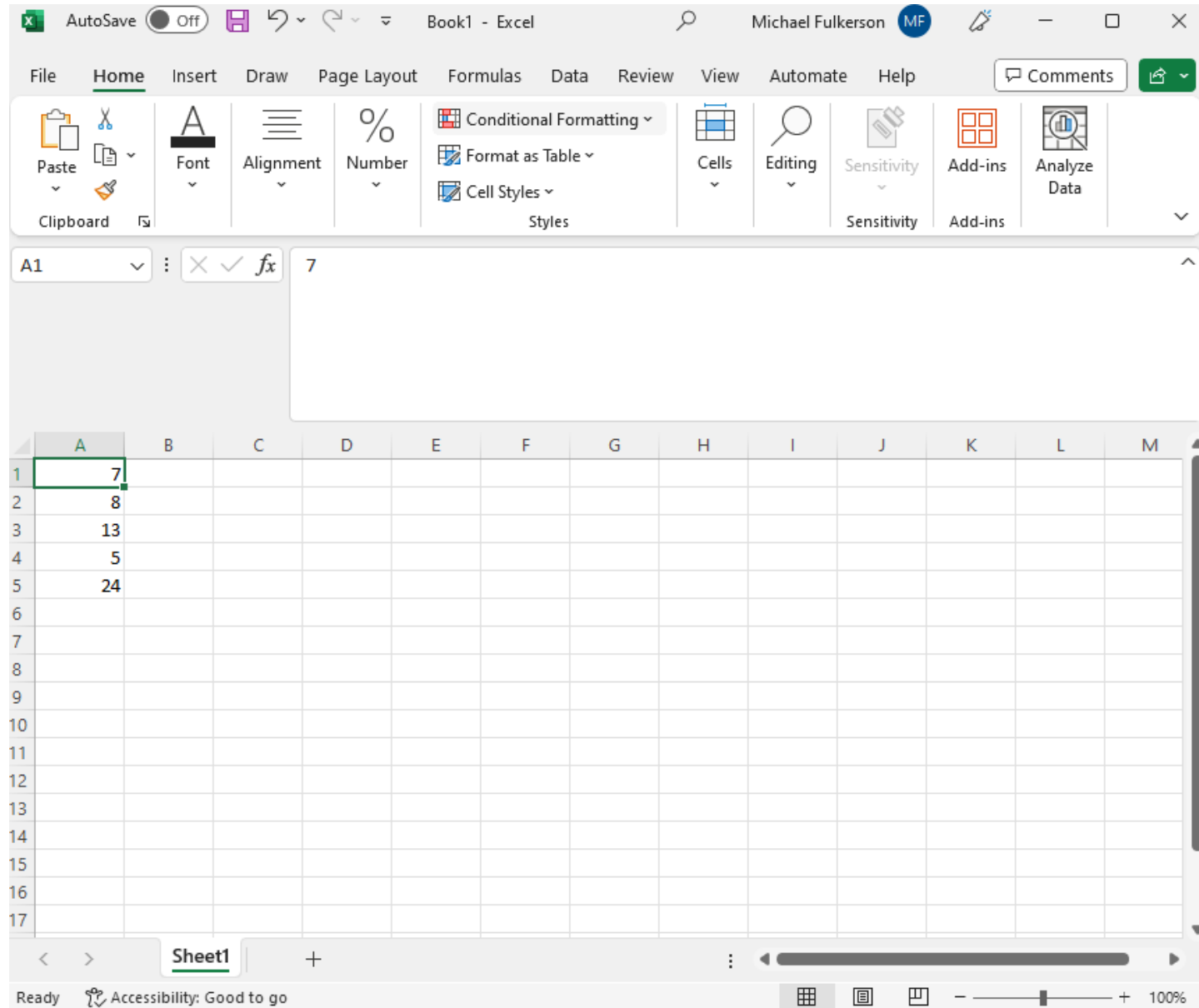


If you are new to using Excel spreadsheets, here is a very basic introduction. Open a new Excel spreadsheet and type the numbers in cells A1 through A5 that are provided in the screenshot below.



To find the average (i.e. the mean) of these five numbers, type “=AVERAGE(A1:A5)” in cell A7, and hit Enter.

Note: Only type the information between the quotation marks, not the quotation marks themselves.

The screenshot displays the Microsoft Excel interface. The ribbon is set to the 'Home' tab, showing various toolbars for Clipboard, Font, Alignment, Number, Styles, Cells, Editing, Sensitivity, Add-ins, and Analyze Data. The formula bar at the top shows the formula `=AVERAGE(A1:A5)` entered in cell A7. The spreadsheet grid shows the following data in column A:

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	7												
2	8												
3	13												
4	5												
5	24												
6													
7	=AVERAGE(A1:A5)												
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													

The status bar at the bottom of the window shows 'Enter' and 'Accessibility: Good to go'. The zoom level is set to 100%.

You may perform many other types of calculations using Excel. For example, suppose you want to multiply the number in cell A3 by 50. Pick a cell, such as C3, type “=50*A3” and hit Enter.

The screenshot shows the Microsoft Excel interface. The title bar indicates the file is 'Book1 - Excel' and the user is 'Michael Fulkerson'. The ribbon is set to 'Home', showing options for Clipboard, Font, Alignment, Number, Styles (Conditional Formatting, Format as Table, Cell Styles), Cells, Editing, Sensitivity, Add-ins, and Analyze Data. The formula bar shows the formula '=50*A3' entered in cell C3. The spreadsheet grid shows columns A through M and rows 1 through 17. Cell A3 contains the value '13', and cell C3 contains the formula '=50*A3'. Other cells in column A contain values: 7, 8, 5, 24, 11.4, 8, 57. The status bar at the bottom shows 'Enter', 'Accessibility: Good to go', and a zoom level of 100%.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	7												
2	8												
3	13		=50*A3										
4	5												
5	24												
6													
7	11.4												
8	8												
9	57												
10													
11													
12													
13													
14													
15													
16													
17													

Congratulations! You are now ready to explore various scenarios and the spreadsheet will do the computations for you! You are welcome to ask your instructor if you have any questions.