

Microsoft Excel -
Lesson 2:

AS&D 2113 – Applied Agricultural Analysis
Using Formulas & Functions

<p>I. <u>Formulas:</u></p> <p>a. Question: What is a formula?</p> <ol style="list-style-type: none"> i. Mathematical directions for Excel <p>b. Question: Why are formulas so powerful in Excel?</p> <ol style="list-style-type: none"> i. Auto-change formatting of calculations <p>c. Parts of a Formula:</p> <ol style="list-style-type: none"> i. All formulas begin with an equals sign: (=) ii. Cells or values involved in each calculation iii. Mathematic Formulas: (Do examples of each) <ol style="list-style-type: none"> 1. Addition (+): 2. Subtraction (-): 3. Multiplication (*): 4. Division (/): 5. Exponent (^): This one is a little different! <p>d. Guided Practice:</p> <ol style="list-style-type: none"> i. Handout of Excel worksheet that students reproduce. ii. Go over directions. 	<p>B-6</p> <p>Draw formula on Board</p> <p>Explain “Order of Operations”</p> <p>Reproduce PRONTO.xls</p>
<p>II. <u>Functions:</u></p> <p>a. Question: What is a Function?</p> <ol style="list-style-type: none"> i. Predetermined built-in formulas ii. SHORTCUTS <p>b. Finding Functions:</p> <ol style="list-style-type: none"> i. Show where to find functions and how to find what each does. <p>c. Using a function:</p> <ol style="list-style-type: none"> i. Show how to use the SUM function. ii. Methods of selecting cells & values. <p>d. Guided Practice:</p> <ol style="list-style-type: none"> i. Grades: (Explain each) <ol style="list-style-type: none"> 1. Mean 2. Median 3. Mode 4. Standard Deviation <p>e. Independent Practice:</p> <ol style="list-style-type: none"> i. Bull-Butt County Assignment 	<p>B-10</p> <p>B-11</p> <p>Explore the Function Menu</p> <p>Have students create 10 sample grades.</p>