

3 Functions – Sum Average Max Min

	A	B	C	D	E	F	G	H	I	J	K	L
1	CorcaighCafe											
2												
3	Weekly Sales Report											
4	Product	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total	Average	Max	Min
5	Tea	97.6	45	45.44	45	56.9	45	65				
6	Americano	34.75	46.9	56	57	56.56	35	35				
7	Latte	23.6	27.44	34	34	53.5	27	22.84				
8	Espresso	13.88	57	37	8	70.1	73	40.25				
9	Moka	6.35	43	22.7	3	45.16	4.5	55.75				
10	Cake	87.3	23.99	28.7	67	44	55.22	100				
11	Chocolate Chip Cookie	45	48	55	57	76	35	20				
12	Soft drink	26	4	65.5	46	35	27	44				
13	Water	15	20	90	78	57	70	26				
14												
15	Daily Total											
16	Daily Average											
17	Daily Max											
18	Daily Min											
19												
20	1 Create a new Workbook in Excel.											
21	2 Input the data as shown and note you should autofit columns to ensure all data is visible throughout.											
22	3 Input the correct formula in the grey shaded area.											
23	4 Change the contents of A1 to font: Tahoma, size: 20point, Colour: Green.											
24	5 Embolden all currency names in row 4.											
25	6 Centre the heading Weekly Sales Report across the range A3:H3.											
26	7 Ensure all cells in the range B5:H13 are set to 1 decimal places.											
27	8 Shade the range I5:I13 and B15:H18 using the colour light green.											
28	9 Set the contents of cells in the range A5:A13 to italics.											
29	10 Save your workbook to your Spreadsheet Methods folder with filename SumAverageMaxMin.											

	A	B	C	D	E	F	G	H	I	J	K	L
1	CorcaighCafe											
2												
3	Weekly Sales Report											
4	Product	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total	Average	Max	Min
5	<i>Tea</i>	97.6	45.0	45.4	45.0	56.9	45.0	65.0	399.9	57.13428571	97.6	45
6	<i>Americano</i>	34.8	46.9	56.0	57.0	56.6	35.0	35.0	321.21	47.74333333	57	34.75
7	<i>Latte</i>	23.6	27.4	34.0	34.0	53.5	27.0	22.8	222.38	33.13	53.5	22.84
8	<i>Espresso</i>	13.9	57.0	37.0	8.0	70.1	73.0	40.3	299.23	47.55833333	73	8
9	<i>Moka</i>	6.4	43.0	22.7	3.0	45.2	4.5	55.8	180.46	29.01833333	55.75	3
10	<i>Cake</i>	87.3	24.0	28.7	67.0	44.0	55.2	100.0	406.21	53.15166667	100	23.99
11	<i>Chocolate Chip Cookie</i>	45.0	48.0	55.0	57.0	76.0	35.0	20.0	336	48.5	76	20
12	<i>Soft drink</i>	26.0	4.0	65.5	46.0	35.0	27.0	44.0	247.5	36.91666667	65.5	4
13	<i>Water</i>	15.0	20.0	90.0	78.0	57.0	70.0	26.0	356	56.83333333	90	15
14												
15	Daily Total	349.48	315.33	434.34	395	494.22	371.72	408.84				
16	Daily Average	38.83111111	35.03666667	48.26	43.88888889	54.91333333	41.30222222	45.42666667				
17	Daily Max	97.6	57	90	78	76	73	100				
18	Daily Min	6.35	4	22.7	3	35	4.5	20				