

Topic 2: Using Basic Functions (AVERAGE, MAX, MIN)

Chapter 2: Advanced Spreadsheet Skills · Topic 2

Key Concept

The AVERAGE function calculates the mean of a group of numbers, like finding the average marks of students in a class.

The MAX function finds the largest number in a group, like finding the highest score in a test.

The MIN function finds the smallest number in a group, like finding the lowest temperature recorded in a week.

Using these functions saves time and helps us quickly analyse data without manually calculating each value.

Quick Revision Notes

- AVERAGE calculates the mean of numbers.
- It finds average marks or scores.
- MAX finds the largest number in a group.
- It finds the highest score, for example.
- MIN finds the smallest number in a group.
- It finds the lowest value, like temperature.
- These functions save time.
- They help analyse data quickly.

Practice Questions

- 1 Calculate the average of five numbers manually.
- 2 Find the maximum of a set of numbers.
- 3 Find the minimum of a set of numbers.
- 4 Discuss when you'd use the AVERAGE function.
- 5 Discuss when you'd use MAX or MIN.
- 6 Practice using these functions in a spreadsheet (if available).