Directions

1. Create a spreadsheet with the following columns.
a) Function
b) Purpose
c) Parameters
d) Details
E) Example

2. List the following functions in the Function column.
a) AVERAGE
b) IF
c) SUMIF
d) COUNTIFS
e) LEFT
f) CHAR
g) UNIQUE
h) VLOOKUP
i) any other function of your choice

2. In the Purpose column, explain the general purpose of each function. This should clarify WHEN and WHY the function would be used (as opposed to step 4).

3. In the Parameters column, list the function's parameters (if any), in order.

4. In the Details column, explain how to use the function. This should clarify HOW the the parameters are used in the function and WHAT the function does (as opposed to step 2).

5. In the Example column, give a coded example and explain its output.

6. Practice using the functions. In particular, make sure you understand them and can use all of them with help of your spreadsheet.

7. For any three of the functions, learn them well enough that you could use them without referring to your spreadsheet or any other documentation. Mark these three on the spreadsheet with an asterisk.

8. If your homework is selected for submission, you will be asked to demonstrate usage of two or more of the functions, and you will be scored on both speed and accuracy. You will be able to reference your spreadsheet and other online resources, except for the three functions you selected in step 7.

Example

Function: SUMIF

Purpose: To find the sum of only certain values that meet a given criterion.

Parameters: range, criterion, sum_range

Details: This calculates the sum of the values in the sum_range, except it only includes values for which the criterion is met.

Example: SUMIF(A:A,TODAY(),B:B) adds all the values in column B for which today's date is in column A.

Groups

You may choose to work together in groups of 2 or 3 if you would like, as long as the whole group makes this request in person prior to the due date. If anyone in the group is selected for submission, each person in the group will do step 8 independently for one or more functions.

AI Use

It is recommended that you leverage AI for this assignment. However, keep in mind that in step 8:

- You cannot use any resources (including AI) for the three functions you selected.

- Help from AI for other functions would likely result in a lower score due to the speed criterion.