Select the cell where you want the result to be displayed.

Then click the **function** button.

Select a category from the pull-down menu.

Since we are computing a student’s **Average**, we’ll choose **Statistical**.

The functions are then sorted.

Select **Average** from the function list and click **OK**.

**NOTE:** You can also choose **All** from the pull down menu and use the **search box** above to search for another type of function to write your formula.

Click and **Drag** to select the cells needed to write the formula.

Click **OK** when finished.

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Click and Drag the square in the lower-right corner to copy the formula into the other cells.

This will compute the average for each student.

Place a double bottom border along the last row of individual student data.

Select the cells, and from the **Borders** pull-down arrow **Choose Double Bottom Border**

In this example I want to show the highest score from the student data in Column B. Search for a function called **MAX**.

Repeat the steps from above, highlighting student data from Column B.

Click and Drag the corner of the cell to copy the formula across the sheet to the right.

To find the function for the lowest score, search for **MIN**.