

## **Paul Robbins** training and consultancy

### **Spreadsheets for Accounting**

#### **Main Functions of Microsoft Excel**

#### **Statistical Functions – Exercise 1**

**The course tutor on the Diploma in Business Studies course has now asked you to perform some further analysis on the class data provided below:**

<b><i>Student Name</i></b>	<b><i>Percentage Mark</i></b>
<b><i>Billy Franklin</i></b>	<b><i>37%</i></b>
<b><i>Jamal Adams</i></b>	<b><i>52%</i></b>
<b><i>Jana Zhukova</i></b>	<b><i>72%</i></b>
<b><i>Adam Brown</i></b>	<b><i>67%</i></b>
<b><i>Bhavinder Singh</i></b>	<b><i>55%</i></b>
<b><i>Sarah Jones</i></b>	<b><i>58%</i></b>
<b><i>Alicia Holmes</i></b>	<b><i>29%</i></b>
<b><i>Elena Pronescu</i></b>	<b><i>83%</i></b>
<b><i>Faez Ali</i></b>	<b><i>47%</i></b>
<b><i>Keith Wright</i></b>	<b><i>62%</i></b>
<b><i>Anna Dolonowska</i></b>	<b><i>75%</i></b>
<b><i>James Fish</i></b>	<b><i>54%</i></b>

**You need to enter this data into an Excel spreadsheet and calculate the following statistical functions:**

- **COUNT**
- **COUNTA**
- **MAX**
- **MIN**
- **AVERAGE [to two decimal places]**
- **COUNTIF [criteria is greater than 60%]**