**FORMULAS CHEAT SHEET**

*A1:13 = this means cells A1 through A3*

**To add numbers to get TOTALS or SUMS:**

***=SUM(A1,A2)***

***=SUM(A1:A3)***

***= (A1+A2+A3)***

***=SUM(A1+A2)***

**To find the AVERAGE of a group of numbers:**

***=AVERAGE(A1:A3)***

***=AVERAGE(A1,A2)***

**To MULTIPLY numbers together:**

***= (A1\*A2)***

***=PRODUCT(A1:A3)***

***=PRODUCT(A1\*A2)***

***=PRODUCT(A1,A2)***

**To SUBTRACT cells: To DIVIDE cells:**

***= (A1/A2)***

***= (A1-A2)***

**To COUNT the number of cells in a group or the # of entries in your spreadsheet:**

***=COUNT(A1:A5)***

**To find the MAXIMUM number in a group:**

***=MAX(A1:A5)***

**To find the MINIMUM number in a group:**

***=MIN(A1:A5)***

**IF Statements – when you have an “if/then” sentence and need a formula for it:**

***=IF( \_\_\_\_\_\_\_ , \_\_\_\_\_\_\_ , \_\_\_\_\_\_)***

***Value if the logic test is false***

***Value if the logic test is true***

***Logic Test – what are you trying to figure out***

*\*\* If you put words in an IF formula, they must be placed in quotation marks.*

***Examples****: If a person likes blue, he/she is in group 1; otherwise, he/she is in group 2*

**3**

**2**

**1**

*\*\* Cell C3 would have the person’s color in it.*

***=IF(C3= “blue” , “group 1”, “group 2”)***

**3**

**2**

**1**

 *If a person scored over a 25 or higher, he/she gets a prize; otherwise, he/she does not.*

**1**

**2**

**3**

*\*\* Cell C3 would have the person’s score in it.*

***=IF(C3>=25 , “prize”, “no prize”)***

**3**

**2**

**1**