


Project EX-2: Using Functions

In this project, you'll apply what you've learned about AutoSum plus the MAX, MIN, AVERAGE, and IF functions to complete a Microsoft Excel worksheet.

Requirements: This project requires Microsoft Excel.

Project file: PrjEX-2.xlsx

1. Copy the file PrjEX-2.xlsx to your Project folder using the Copy It! button on this page in the BookOnCD.
2. Start Microsoft Excel.
3. Open the file PrjEX-2.xlsx from your Project folder. When completing the rest of the steps for this project, you can use the  Fx button on the formula bar, or you can use the Function Library buttons on the Formulas tab. You might want to experiment a bit with both methods to discover the one you like best.
4. Use the AutoSum button to display the total number of flights in cells B11 and C11.
5. In cell B12, use the MIN function to display the lowest number of Mango Air flights from the list that begins in cell B4 and ends in cell B10. Enter a similar function in cell C12 for Econo Air flights. (Hint: On the Formulas tab, try clicking the arrow button next to AutoSum for a list of frequently used statistical functions.)
6. In cell B13, use the MAX function to display the highest number of Mango Air flights from the list that begins in cell B4 and ends in cell B10. Enter a similar function in cell C13 for Econo Air flights.
7. In cell B14, use a function to display the average number of Mango Air flights from the list that begins in cell B4 and ends in cell B10. Enter a similar function in cell C14 for Econo Air flights.
8. In cell D3, enter the label **Most Flights** and adjust the column width so the label fits in a single cell.
9. In cell D4, use the IF function to compare the number of flights for Mango Air and Econo Air, based on the numbers that appear in cells B4 and C4. The IF function should display Econo Air in cell D4 if that airline has the most flights for Costa Rica. It should display Mango Air in cell D4 if that airline has the most flights. (Hint: Place quotation marks around "Econo Air" and "Mango Air" when you create the function, and remember that the Insert Function dialog box provides help and examples.)
10. Use the Fill handle to copy the IF function from cell D4 down to cells D5 through D10.
11. In cell B16, use the Count function to display the number of destination countries for Mango Air flights from the list that begins in cell B4 and ends in cell B10. Enter a similar function in cell C16 for Econo Air flights.
12. Enter your name in cell E1.
13. Change the number in cell C9 to 85.
14. Compare your worksheet to the one shown in the figure on the next page.


PrjEX-2 - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Cells Editing

F1 fx

A B C D E F G H

1  **Aereo Groupo S.A.** [Student's Name]

2 **Mango Air** **Econo Air**

3 **Destination** **Number of Flights** **Number of Flights** **Most Flights**

4 Costa Rica 125 135 Econo Air

5 Panama 157 143 Mango Air

6 Mexico 225 221 Mango Air

7 Venezuela 218 235 Econo Air

8 Nicaragua 93 101 Econo Air

9 El Salvador 87 85 Mango Air

10 Colombia 124 137 Econo Air

11 **Total** 1029 1057

12 **Minimum** 87 85

13 **Maximum** 225 235

14 **Average** 147 151

15

16 **No. of Countries** 7 7

17

18

Aereo Source Sheet3

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15. Save your worksheet in your Project folder using the file name PrjEX-2 XXXXX 9999, where XXXXX is your name or student ID number and 9999 is your class section number.

16. Use one of the following options to submit your project on a USB flash drive, as a printout, or as an e-mail attachment, according to your instructor's directions:

- To submit the project on a USB flash drive, close Excel and then copy the file PrjEX-2 XXXXX 9999 from your Project folder to a USB drive. Make sure your name is on the USB drive.