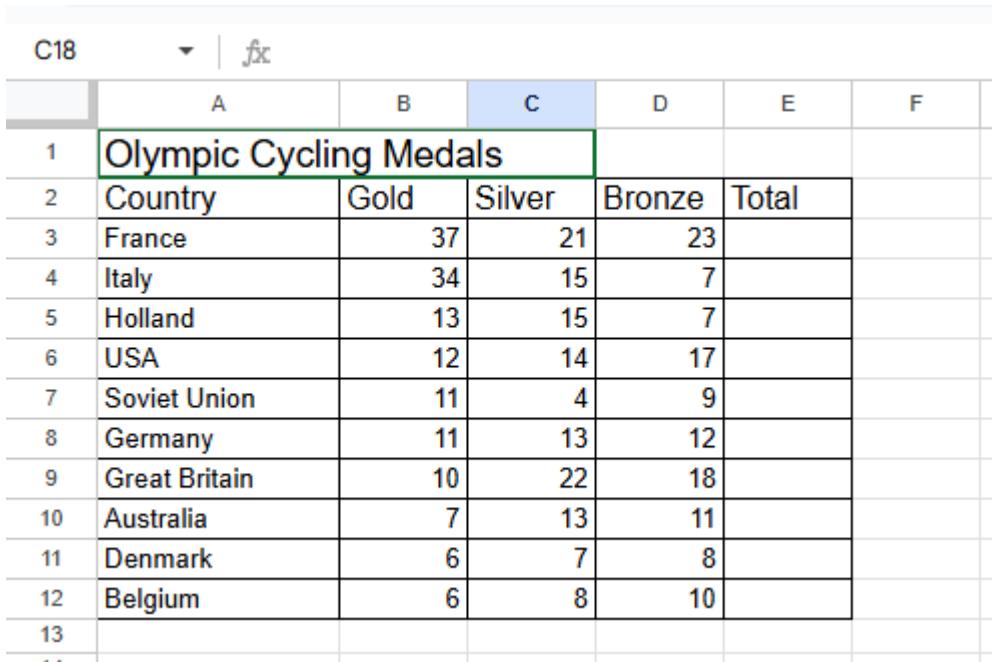


Olympic Cycling Medals Spreadsheet

1. Create a new spreadsheet: **File > New**
2. Enter the data shown in the screenshot



1	Olympic Cycling Medals					
	A	B	C	D	E	F
2	Country	Gold	Silver	Bronze	Total	
3	France	37	21	23		
4	Italy	34	15	7		
5	Holland	13	15	7		
6	USA	12	14	17		
7	Soviet Union	11	4	9		
8	Germany	11	13	12		
9	Great Britain	10	22	18		
10	Australia	7	13	11		
11	Denmark	6	7	8		
12	Belgium	6	8	10		
13						

3. Click in cell **E3**
4. At the **top**, find the **Autosum button**
5. Add a **SUM** function to cell **E3** to calculate the total number of medals won by France
6. **Repeat** the function for cells **E4** to **E12**
7. Click in cell **A14**. Add the word **Average**
8. Click in cell **A15**. Add the word **Highest**
9. Click in cell **A16**. Add the word **Lowest**
10. Click in cell **B14**. Use the **Autosum button** at the **top** to add an **AVERAGE** function to calculate the average number of gold medals
11. **Repeat** this function in cells C14, D14 and E14
12. In cell **B15** use a **MAX** function to calculate the highest number in the column
13. In cell **B16** use a **MIN** function to calculate the lowest number in the column
14. **Repeat** these functions in columns C, D and E

