

- From the workbooks saved in your H: drive folders earlier, open the file 'exercise.xls'
- Use autosum to calculate the total for the figures listed, and then the appropriate function listed under 'more functions' to calculate the mean, median and mode in the boxes provided.
- Ensure that the range is correct for each calculation: for example, do not include the 'total' figure when completing the mean calculation
- Save your results in your H: drive folder, and compare with the demonstration at the end of the presentation for Section 2.

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