Mean, median, mode using a spreadsheet

Sheet 9

1. **Open** your spreadsheet software.

2. **Type** the title of the spreadsheet in cell A1 (for example: Holiday expenses), the title of the categories in cell A2 (for example: Days) and the title of the values (for example: $ spent) in cell B2. **Select** each cell before you type.

3. **Enter** your data into the cells in each column by **selecting** a cell and **typing** the information. **Move** to a new cell using the arrow keys or your mouse.

	A	B	C
1	**Holiday expenses**		
2	**Days**	**$ spent**	
3	Monday	$54	
4	Tuesday	$125	
5	Wednesday	$445	
6	Thursday	$167	
7	Friday	$182	

4. **Calculating the mean (average)**

   In cell C3, type =Average(B3:B9).

   Note: B3 is the name of the cell with the first value in. B9 is the name of the cell with the last value in. If you have more data values, the cell names in the brackets will be different.

	A	B	C	D
1	**Holiday expenses**			
2	**Days**	**$ spent**	=Average(B3:B9)	
3	Monday	$54		
4	Tuesday	$125		
5	Wednesday	$445		
6	Thursday	$167		
7	Friday	$182		
8				

   Press **Enter** and a number will appear in that cell. This number is the *mean* or average. Type the word Mean, to label the number, in cell D3.

5. **Calculating the median**

   Select all of the cells with data in them, so in this case columns A and B rows 3 to 9, then select Data>Sort>Smallest to Largest, to sort data into ascending order.

   In cell C4, type =Median(B3:B9).

   Note: B3 is the name of the cell with the first value in. B9 is the name of the cell with the last value in. (If you have more data values, the cell names in the brackets will be different.)

   Press **Enter** and a number will appear in that cell. This number is the *median*. Type the word Median, to label the number, in cell D4.

6. **Calculating the mode**

   In cell C5, type =Mode(B3:B9).

   Note: B3 is the name of the cell with the first value in. B9 is the name of the cell with the last value in. (If you have more data values, the cell names in the brackets will be different.)

	A	B	C	D
1	**Holiday expenses**			
2	**Days**	**$ spent**		
3	Monday	$54	$187	Mean
4	Tuesday	$125	$167	Median
5	Wednesday	$445	$125	Mode
6	Thursday	$167		
7	Friday	$182		
8	Saturday	$125		
9	Sunday	$209		

   Press **Enter** and a number will appear in that cell. This number is the *mode*. Type the word Mode, to label the number, in cell D4.

Sheet 9

7. Creating a graph
   - Select the data, including the title.
   - Select **Insert**, then select the type of Chart to be displayed.
   - The graph will be displayed by the table.

	A	B	C	D
1	**Holiday expenses**			
2	**Days**	**$ spent**		
3	Monday	$54	$187	Mean
4	Tuesday	$125	$167	Median
5	Wednesday	$445	$125	Mode
6	Thursday	$167		
7	Friday	$182		
8	Saturday	$125		
9	Sunday	$209		
10				

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