## BIS Help Guides

## How to Calculate an Average Automatically in Google Sheet

## Learn how to calculate an average automatically in Google Sheet.

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## INTRODUCTION

Learn how to calculate an average automatically in Google Sheet.

## Step 1 - How to Access google.com



- Typing "google.com" in the address bar to go to the google website


## Step 2 - Finding The Sign In Button



- Click on the "Sign In" button to sign in your google account


## Step 3 - Entering Your Email



- Type your email address into this box
- Click on the blue "Next" button


## Step 4 - Entering In Your Password



- Type your password into this box

Click on the blue "Sign In" button

## Step 5 - Opening Google Sheet



- Click this button to open a menu of options
- Click on the "Sheet" button


## Step 6 - Creating a New Spreadsheet



- Click + button to create new spreadsheet


## Step 7 - Typing the Formula



- First, you put any numbers you want to calculate.
- Type "=AVERAGE()" in the bracket you put the Symbols(Alphabet \& Number) you want to calculate. You need to type comma(,) between each Symbols.
(i) For example, in my case, "=AVERAGE(A1,A2,A3,A4,A5,A6)".

T If you want to know other functions, visit
<https://support.google.com/docs/tab le/25...>

