

DISPLAYING FORMULAS AND FUNCTIONS

Once a function or formula has been inserted into a worksheet, it is possible to view the function and to print the information, if desired. This option displays the actual formula or function in the cell rather than the results. It also allows for verification of functions and formulas.

- ❖ To display the formulas and functions, perform the following steps:
 - Select **Tools** from the **Menu Bar** and click **Options**.
 - Click the **View** tab.
 - The **Options** dialog box will display with the **View** tab selected.
 - Check the **Formulas** check box.
 - Click the **OK** button.
 - Excel will display the formulas and functions in the worksheet.
- ❖ To return to the regular view, follow the steps above, but uncheck the **Formulas** check box.