

FUNCTIONS

- ❖ Functions take a value or values, perform an operation, and return a value or values.
- ❖ Each function begins with an equal sign.
- ❖ Arguments are included in parentheses. An example of a function is **=AVERAGE(D3:D7)**.
In this function:
 - AVERAGE is the function name.
 - D3:D7 is the argument.
- ❖ Each function must have a function name and an argument.

METHODS OF ENTERING FUNCTIONS

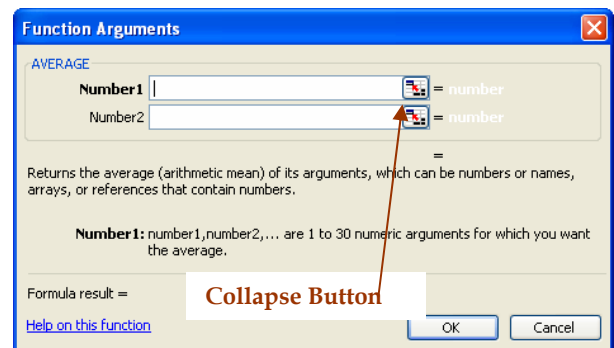
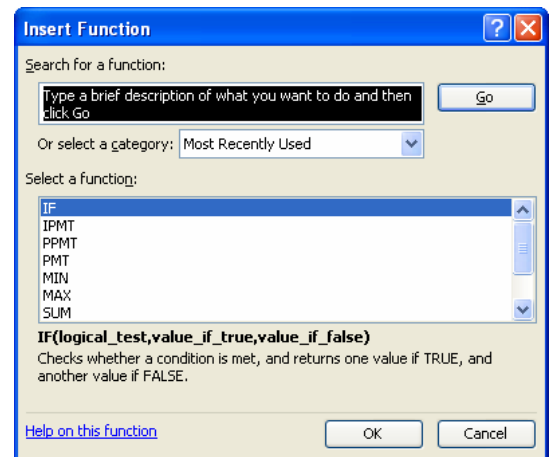
- ❖ A function may be entered using the:

- **Keyboard or Mouse**

- When using this method of entering a function, you would key in the equal sign (=) and a parentheses.
- Select the cells with the mouse for which the function is being performed.
- Click the **Enter** button next to the function box on the toolbar or press the **Enter** button on the keyboard.

- **Insert Function Menu Option**

- To enter a function using this method, click **Insert** on the **Menu Bar** and then click **Function**.
- The **Insert Function** dialog box will display.
- In the dialog box, select the type of function that is to be used.
- Click the **OK** button.
- The **Function Arguments** dialog box will appear.
- In the **Number 1** area do one of the following:
 - Input the cells on which the calculations are to be performed.
 - ◆ The format is **D3:D9**.
 - ◆ This will perform the calculation on the cells from D3 through D9.
 - Click the **Red** arrow at the end of the **Number 1** box.
 - ◆ This is known as the **Collapse** button.
 - ◆ The **Function Arguments** box will collapse into one line.
 - ◆ With the mouse, select the cells for which the calculations are being performed.
 - ◆ The information should appear in the box. An example is **D3:D9**.
 - ◆ Click the **Expand** button which is the same as the **Collapse** button.
- Click the **OK** button to insert the function into the worksheet.



➤ **Insert Function button**

- To enter a function using this method, click the **Insert Function** button on the **Function Bar** (see illustration at right).
- The **Insert Function** dialog box will appear.
- Follow the same steps as described under **Insert Function Menu Option** to enter the function.



❖ The commonly used functions are:

- **SUM** - This function returns the total of the selected range of cells.
- **AVERAGE** - To determine the average of the selected range of cells, use this function.
- **MAX** - To determine the highest number of the selected range of cells, use this function.
- **MIN** - This function will return the lowest number in the selected range of cells.

NUMBER FORMATS

Once the functions have been inserted into the worksheet, it may be necessary to format them.

To accomplish this:

- ❖ Select the cells that need to be formatted.
- ❖ Click **Format** on the **Menu Bar**.
- ❖ Click the option for **Cells** from the list.
- ❖ The **Format Cells** dialog box will appear.
- ❖ Click the **Numbers** tab.
- ❖ Select the desired format for the cells.
- ❖ Once the desired format has been selected, click the **OK** button.
- ❖ Some of the number formats are described in the list below.

General

- ❖ Choose this format to display numbers without dollar signs, commas, or trailing decimal places.
- ❖ This is the Excel default format.

Number

- ❖ This format is used to set the decimal places, to determine how the negative number displays, and to decide whether or not to include a comma separator.

Date

- ❖ Use this format to set how the date or the date and time will be displayed.

Currency

- ❖ This format is used to set the decimal places and negative number display.
- ❖ When this format is chosen, dollar signs and comma separators will be inserted automatically.

Percentage

- ❖ Use this format to insert a percent sign to the right of a number with a set number of decimal places.