

## DISPLAYING FORMULAS AND FUNCTIONS

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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.

- ❖ Click anywhere within the worksheet for which the formulas are to be displayed.
- ❖ Click the **Formulas Tab**.
- ❖ In the **Formula Auditing Group**, click the **Show Formulas** button (see illustration).
- ❖ The formulas and functions will display in the worksheet.
- ❖ To change the display so that the functions do not display, click the **Show Formulas** button again.
- ❖ The values which are the results of the formulas and functions will display.

