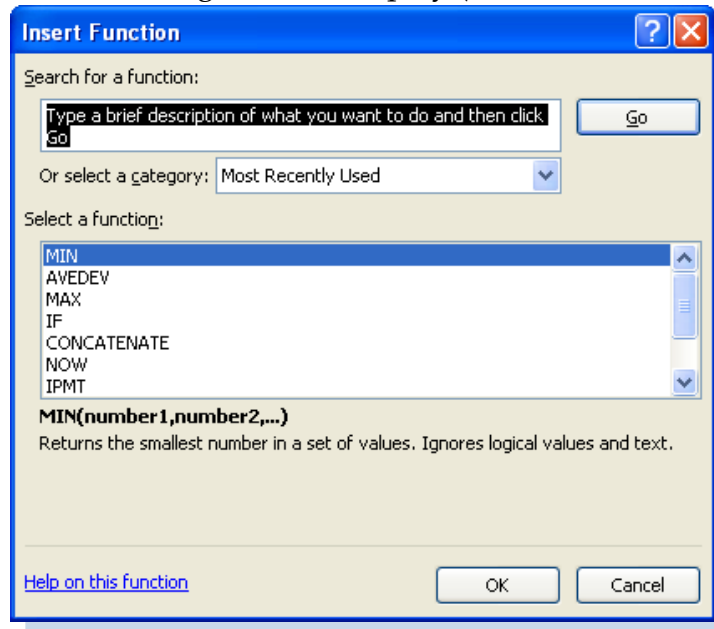


FUNCTIONS

- ❖ Functions take a value or values, perform an operation, and return a value or values.
- ❖ Each function begins with an equals 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.

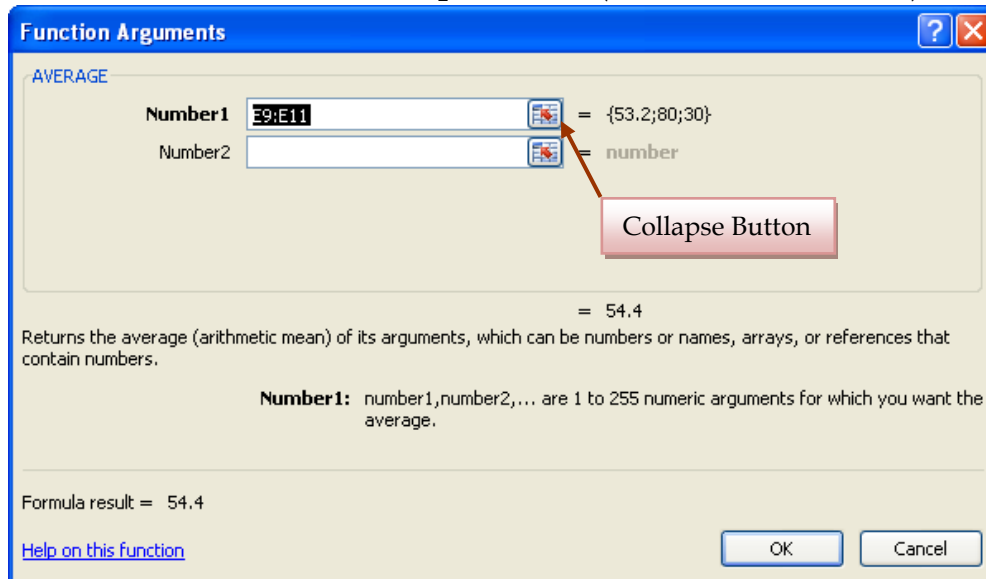
METHODS OF ENTERING FUNCTIONS

- ❖ A function may be entered using the:
 - **Keyboard or Mouse**
 - When using this method of entering a function, you would key in the equals 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 Dialog Box**
 - Click the **Formulas Tab**.
 - In the **Functions Library Group**, click the **Insert Function** button.
 - The **Insert Function** dialog box will display (see illustration below).



- 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 (see illustration on next page).
- 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.

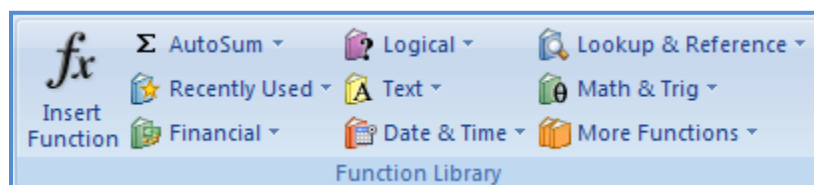
- Click the **Red** arrow at the end of the **Number 1** box.
 - ◆ This is known as the **Collapse** button (see illustration below).



- ◆ 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 **E9:E11**.
- Click the **Expand** button which is the same as the **Collapse** button (see illustration below).



- 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 Dialog Box** to enter the function.
- **Using the Formulas Tab Functions Group**
 - Click the **Formulas Tab**.
 - In the **Functions Library Group**, click one of the functions categories (see illustration below).



- When each of the items is clicked, a list of functions within that category will be displayed.
- An explanation of each of the formula groups is provided in the **Excel Formulas Tab** document which is available on the **Excel 2007** link in the **Training Web Site**.

- ❖ The most 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.