

EXCEL FUNCTIONS

About Functions

Functions are built-in formulas that perform specific calculations.

Examples:

=SUM (B16:B46) Adds the numbers in cells B16 through B46.

=AVERAGE (D3:M3) Calculates the average of the values in the range D3 through M3.

=COUNT (E14:H23) Counts the number of cells in the range which contain numeric values.

=MAX(F14, F33, Q10) Returns the largest value in the range.

A function is composed of two parts: the function name and one or more arguments which are enclosed in parentheses.

Name	Argument
=SUM	(B16:B46)

Arguments can be numbers, text, logical values (such as TRUE or FALSE), error values (such as #NA), cell references, constants, formulas, or other functions. When there is more than one argument, they are separated by commas.

Examples:

=SQRT(C12) + SQRT(D12)

=AVERAGE(R42, R55, R68)

=RAND(99)

=ABS(50-K92)

=NOW()+365

=CONCATENATE("The distance is ", C8, " kilometers")

=AND(C19>0,C19<100)

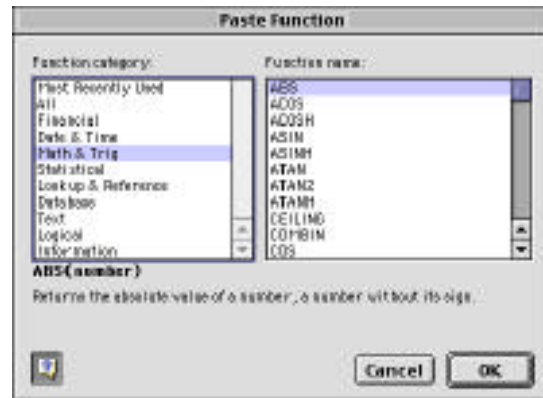
=IF(AE19=AF19, "Yes", "No")

Enter a Function into a Cell

To enter a function into a cell, you can click on the location you want and type the function in.

You can alternately use the Insert Function command:

1. Click the cell where you want to enter the function.
2. Choose Insert > Function or click the Paste Function button on the Standard toolbar.



3. In the Function Category box, Click the category. If you do not know the category, click All.
4. In the Function Name box, double-click the function you want to add. .
5. Enter the arguments.
6. Click OK.

Find Function Definitions

1. Choose Help menu > Contents and Index.
2. Click on Function Reference.
3. Click the function category.
4. Click on a function in the left box to see the definition and examples in the right box.
5. When you are finished, close the Help window.

Cell Ranges

To reference a group of noncontiguous cells in a function, separate them by commas. To reference a rectangular group of cells, use a range. A range is specified by the reference of the first cell and of the last cell separated by a colon.

Examples:

=AVERAGE (D3, D14, E29)

=AVERAGE (D3:M3)