



- Click on the category most applying to your needs. A drop-down list of possible functions will appear.
- Place your cursor over a function and Excel will provide a pop-up window with a brief description of the function.
- Once you've found an appropriate function, click on the function name and the **Function Arguments** window will open.

Using Functions with External Data

Although most functions use data drawn from cells on the same worksheet as the function, you can also use data from other worksheets or other Excel documents. Using this technique, you can consolidate and summarize data from multiple sources.

- **Open** any workbooks that contain data you wish to use in your function.
- Select the cell into which you want to insert the function.
- Open the **Insert Function** window.
- Choose the **name** of the function you wish to insert.
- Click **OK**.
- Navigate so that the worksheet or workbook containing your data is visible on your screen.
- Drag to select the range of cells to be included as the functions first argument.

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- Press **Enter** on your keyboard.
- Excel will insert the reference to the cells that you selected (including the name of the external worksheets and workbook) into your function.
- Click **OK** to finish inserting your function.

Excel 2007 Functions Formula Manual

Puja Mehta



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