

EXCEL CHAPTER 2

Function:

- A **function** is an **analytical tool** to perform a certain calculation and display the result in a cell
- Every function contains different preset/predefined formula
- Function = An object that stores a formula
- Once a formula is stored in a function, instead of typing the whole formula, call the function.
- Why function?
- A number of formulas are widely used
- To make it easier to use the formulas, Excel stores those formulas as functions
- To use the formulas, users simply "call" the functions
- It is easier to call a function than to type the formula

- Every function has a **name**
- To call/use a function:
 - Determine a cell to display the result of the function
 - In that cell
 - Start with =
 - Followed by the **function name**
 - Followed by **parentheses (...)**
 - **Inside the parentheses**, you must supply all of the **required information (inputs, arguments)**
 - Example: = IF (A1 = 100 , "Perfect" , "Imperfect")
 - This function is called IF
 - This function has **three** arguments: **A1 = 100**, **"Perfect"**, **"Imperfect"**

Basic math and stats functions:

- =**SUM**(*range*) will calculate the **SUM** of the numbers in the range
- =**AVERAGE**(*range*) will calculate the **AVERAGE** of the numbers in the range

Excel Chapter 2 Study Guide

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