Excel 2007: Using Functions

As we have previously seen, the power of Excel lies in its ability to perform calculations. The real strength of this is shown in Functions. Functions are more complex formulas that are executed by using the name of a function and stating whatever parameters the function requires.

<table>
<thead>
<tr>
<th>Function</th>
<th>Defined</th>
</tr>
</thead>
<tbody>
<tr>
<td>=SUM(range of cells)</td>
<td>returns the sum of the selected cells</td>
</tr>
<tr>
<td>=AVERAGE (range of cells)</td>
<td>returns the average of the selected cells</td>
</tr>
<tr>
<td>=MAX(range of cells)</td>
<td>returns the highest value of the selected cells</td>
</tr>
<tr>
<td>=MIN(range of cells)</td>
<td>returns the lowest value of the selected cells</td>
</tr>
<tr>
<td>=COUNT(range of cells)</td>
<td>returns the number of values of the selected cells</td>
</tr>
</tbody>
</table>

To Enter the SUM Function:
1) Click in a cell
2) Type =SUM(
3) Highlight the range of cells that are to be added (The colon means “through”)
4) Type a closed parentheses
5) Press ENTER
To Insert the Average Function into the Worksheet:
1) Click in a cell
2) Type =average(
3) Highlight the range of cells to be calculated
4) Type a closed parentheses
5) Press ENTER

To Insert the MAX Function into the Worksheet:
1) Click on a cell
2) Type =max(
3) Highlight the range of cells to be calculated
4) Type a closed parentheses
5) Press ENTER

To Insert the MIN Function into the Worksheet:
1) Click on a cell
2) Type =min(
3) Highlight the range of cells to be calculated
4) Type a closed parentheses
5) Press ENTER

To Insert the COUNT Function into the Worksheet:
1) Click on a cell
2) Type =count(
3) Highlight the range of cells to be calculated
4) Type a closed parentheses
5) Press ENTER