



## Formulas

### What makes up a Formula?

Every FORMULA is made up of 3 parts

1

An ..... sign

2

..... or .....

3

.....

Example of a Formula with VALUES

=

2

+

3

\*

4

1

2

3

2

3

2

The answer is .....



## Formulas





















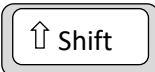



### What makes up a Formula?

#### Example of a Formula with CELL REFERENCES

#### Techniques for Entering Cell References in a Formula



## Functions

### What makes up a Function?

Every FUNCTION is made up of 4 parts

1. An ..... sign
2. A .....
3. A set of .....
4. .... inside the brackets.

### Example of a FUNCTION

**= SUM ( A1:A3 )**

1 2 3 4 3

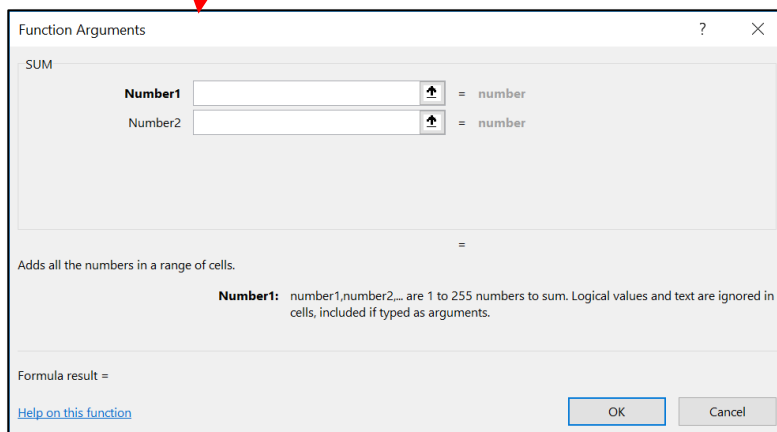
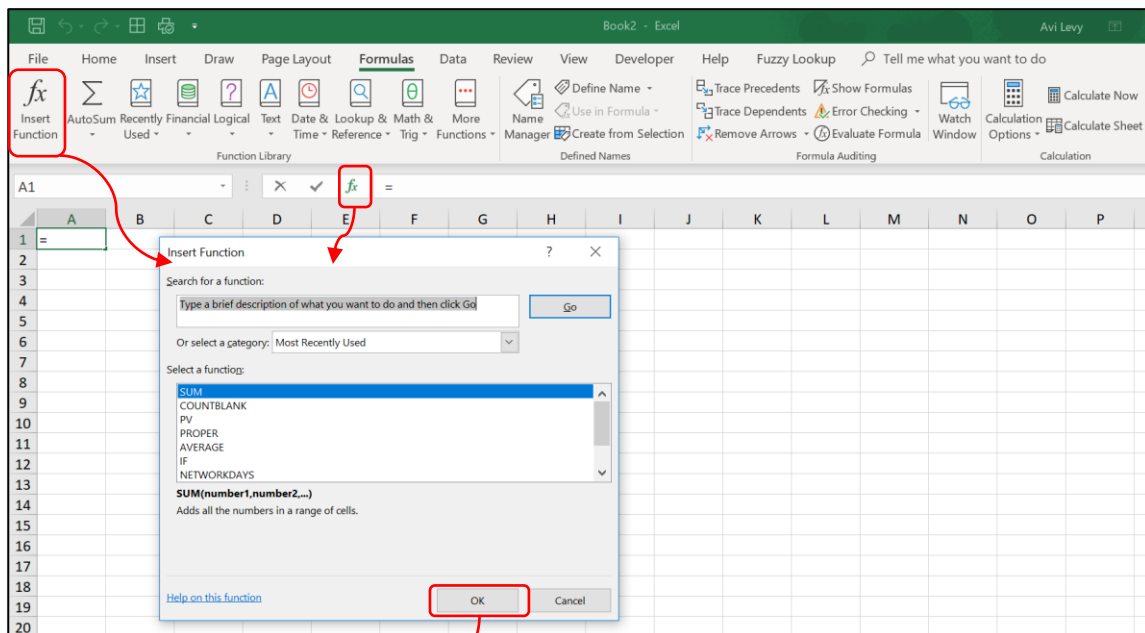
- 1 =
- 2 Function Name
- 3 Brackets
- 4 Arguments, i.e. values or cell references or named references



## Functions

### Insert Function

*“Work with the formula in the current cell. You can easily pick functions to use and get help on how to fill out the input values.”*



SHORTCUT

↑ Shift

F3