Calculate with Functions

A function is a built in formula in Excel. A function has a name and arguments (the mathematical function) in parentheses.

Common functions in Excel:

- **Sum**: Adds all cells in the argument
- **Average**: Calculates the average of the cells in the argument
- **Min**: Finds the minimum value
- **Max**: Finds the maximum value
- **Count**: Finds the number of cells that contain a numerical value within a range of the argument

To calculate a function:

- Click the cell where you want the function applied
- Click the Insert Function button
- Choose the function
- Click OK

- Complete the Number 1 box with the first cell in the range that you want calculated
- Complete the Number 2 box with the last cell in the range that you want calculated
Function Library

The function library is a large group of functions on the **Formula Tab** of the Ribbon.

These functions include:

- **AutoSum**: Easily calculates the sum of a range
- **Recently Used**: All recently used functions
- **Financial**: Accrued interest, cash flow return rates and additional financial functions
- **Logical**: And, If, True, False, etc.
- **Text**: Text based functions
- **Date & Time**: Functions calculated on date and time
- **Math & Trig**: Mathematical Functions