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FUNCTIONS IN MS EXCEL

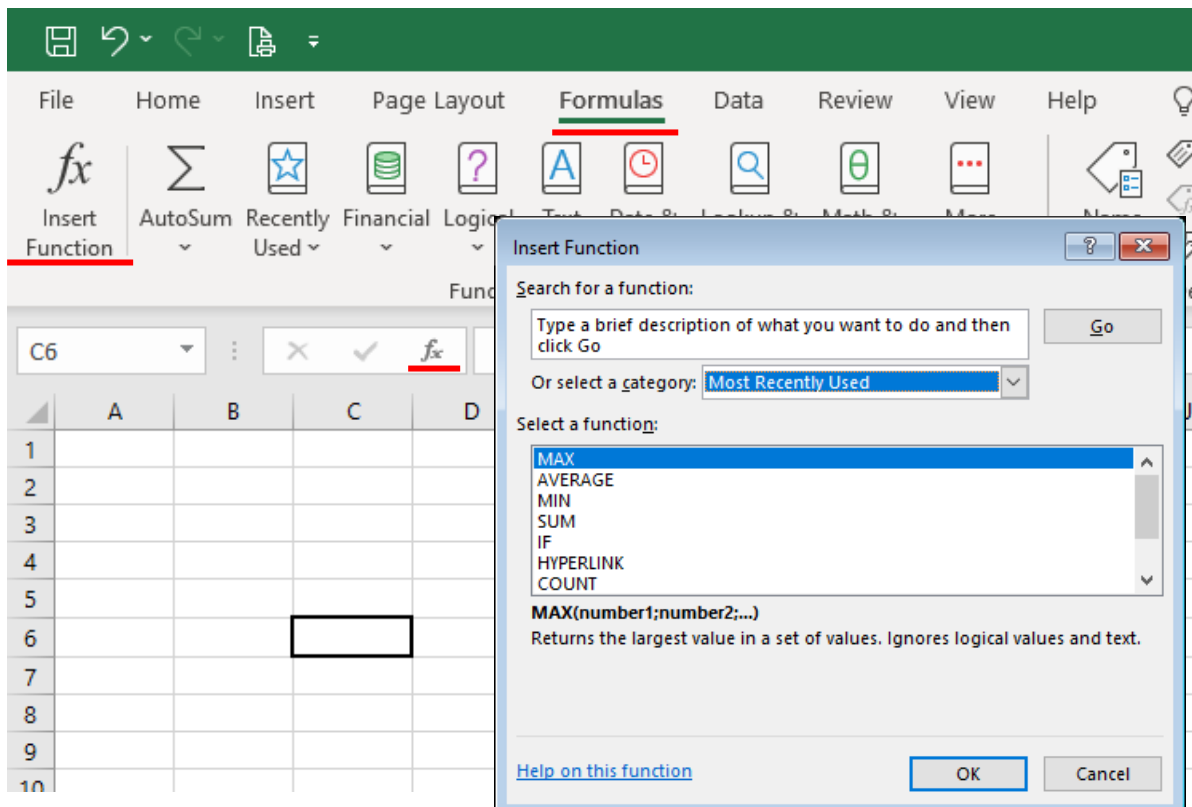
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1. Definition of Functions in MS Excel

Functions are prewritten formulas in different domains such as Mathematics, statistics, logic, etc. Functions differ from regular formulas in that you supply the value but not the operators, such as +, -, *, or /.

2. Inserting Functions in MS Excel

1. Select the cell that we want to enter the function in
2. We have two methods:
 - a. Click on the **formula** tab → Click Insert function
 - b. Click on f_x from the **Formula Bar**
3. Then the **Insert Function** dialog box will be launched.
4. We choose the appropriate function, supply the values then we click **ok**



3. Examples of basic excel functions

- **SUM** function: performs the basic arithmetic operation of addition
- **AVERAGE** function: finds an average, or arithmetic mean, of numbers.
- **MAX** function: find the highest value.
- **MIN** function: return the smallest value in a data set.
- **COUNT** function: a quick way to count cells with numbers.
- **TRIM** function: eliminate all extra spaces in cells but a single space character between words
- **CONCATENATE** function: combine the values of cells
- **TODAY** function: insert the today's date in a cell
- **NOW** function: insert the current date and time in a cell.

3.1 Example of Max & MIN Functions

	A	B	C	D	E	F	G
1	Item	Qty.		Max	3	=MAX(B2:B6)	
2	Apples	1		Min	1	=MIN(B2:B6)	
3	Oranges	2					
4	Lemons	3					
5	Oranges	2					
6	Apples	3					

3.2 Example of TRIM Function

C2 : =TRIM(A2)

	A	B	C
1	Data		Trim formula
2	1 apple		1 apple
3	2 apples		2 apples
4	3 apples		3 apples
5	4 apples		4 apples
6	5 apples		5 apples