



Introduction to IT

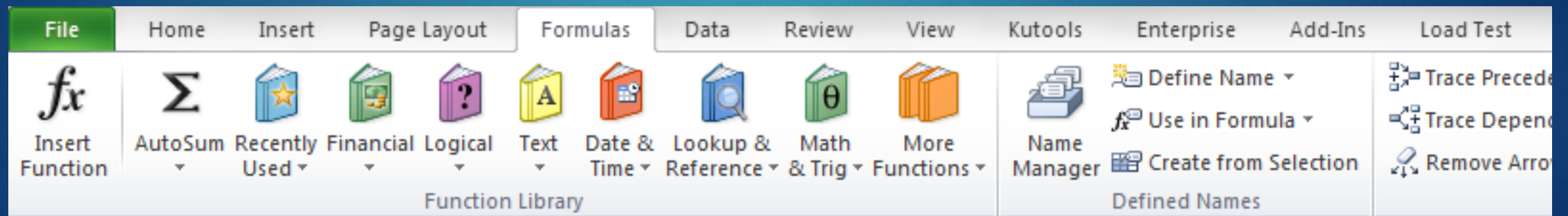
SECTION 3 – MICROSOFT EXCEL

Chapter 5

Applying Formulas and Functions

5.1 Create Formulas

- Formulas in Excel can be made up of values that you enter, cell references, names, mathematical operators, and functions. A function can be thought of as a service provided by Excel to do a specific task. That task might be to perform a math operation, to make a decision based on information you give it, or to perform an action on some text.



Function	Description
SUM()	Totals a set of numbers
COUNT()	Counts the number of cells that have numbers
COUNTA()	Counts the number of cells that are not empty
AVERAGE()	Averages a set of numbers
MIN()	Finds the minimum value in a set of numbers
MAX()	Finds the maximum value in a set of numbers

To sum values in a cell range

1. Select the cell in which you want to place the total.
 2. On the Formulas tab, in the Function Library group, click the AutoSum button, and then in the list, click SUM.
 3. In the Function Arguments box, enter the cell range you want to total, and then click OK.
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► To count cells containing numeric values

1. Select the cell in which you want to place the count.
 2. On the Formulas tab, in the Function Library group, click the AutoSum button, and then in the list, click COUNT.
 3. In the Function Arguments box, enter the cell range within which you want to count non-empty cells, and then click OK.
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► To count cells containing any type of value

1. Select the cell in which you want to place the count.
2. On the Formulas tab, in the Function Library group, click the AutoSum button, and then in the list, click COUNTA.
3. In the Function Arguments box, enter the cell range within which you want to

Example:

	10
	20
	30
	0
	abc
Count	4
CountA	5

To average values in a data range

1. Select the cell in which you want to place the average.
 2. On the Formulas tab, in the Function Library group , click the AutoSum arrow, and then in the list, click AVERAGE.
 3. In the Function Arguments box, enter the cell range that you want to average, and then click OK.
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► To find the lowest/highest value in a data range

1. Select the cell immediately below or to the right of the values you want to evaluate.
2. On the Formulas tab, in the Function Library group, click the AutoSum arrow, and then in the list, click Min/Max.
3. Verify that the cell range displayed in the formula is correct, and then press Enter.

Thank You!

Any Questions?