



Step-by-Step: Functions 101

This reading outlines the steps the instructor performs in the next video, [Functions 101](#) . In the video, the instructor demonstrates how to use spreadsheet functions to perform calculations.

Keep this step-by-step guide open as you watch the video. It can serve as a helpful reference if you need additional context or clarification while following the video steps. This is not a graded activity, but you can complete these steps to practice the skills demonstrated in the video.

What you'll need

If you'd like to access the other spreadsheet the instructor uses in this video, click the link to the dataset to create a copy. If you don't have a Google account, you may download the data directly from the attachments below.

Link to sales data: [Monthly sales - Functions 101](#)

OR



Monthly Sales - Functions 101

XLSX File

Example: Start with total sales

Use the **SUM** function to calculate the total value of a range of cells.

1. Open the [Monthly sales - Functions 101](#) spreadsheet.
2. Select cell **F2**.
3. Enter **=SUM (B2 : E2)** and press **Enter** to calculate the total sales for this time frame.

Note: The colon (:) between **B2** and **E2** in the formula indicates that you are specifying a range. In this case, it's the range of cells from **B2** to **E2**. The **SUM** function will add up the values in these cells to calculate the total sales for the specified time frame.