1. Introduction of Excel functions

Microsoft Office Excel is one of the most famous programs launched by Microsoft in its entire history. The whole world level. The Microsoft Excel program enables the user to perform many different arithmetic operations, and the program comes in the form of tables and sheets that you can create arithmetic equations inside. After completing his own equations, the user can print these calculations on regular papers, and Excel is one of the most programs that contributed to the great facilitation Accountants and owners of small businesses need to know their balances and profit and loss very accurately, and it is also very useful for students in different educational stages.

2. Excel function definition

The Excel function is those symbols that are written in a specific format in order to reach a specific result in the Excel program. The basic rule that must be followed when dealing with Excel and writing functions is the need to put the = sign before starting to write the equation, from which the Excel program will not respond with any equation you will write.

3. The most important Excel functions

- **Addition, subtraction and multiplication functions**
- **addition function{sum)**
- **Average function (average)**
- **(Max) function**
- **(Min) function**
- **(if) function**
- **(sum if) function**
- **function (sumifs)**
- **(vlookup) function**
- **(Or / And) function**
- **(find/ search) function**
- **(count) function**
- **(count if) function**

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In this lesson we will explain 5 functions and the next lesson we will complete the rest of the functions.

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1. Addition, subtraction and multiplication functions

These functions are considered easy functions and do not need to write complex formulas, but are simple and easy for beginners, The addition function is used in its simple form to add values in two or more cells and is written in the formula shown in the following **example = 2 + 3** and then press the Enter button.

The same thing with the subtraction function, illustrated by the **example = 3-2**

And we repeat the same thing with the multiplication function in the same **example = 3 * 2**

2. addition function{sum)

It is used to collect a set of numbers in several cells and is written in the formula **=sum()** and the cells to be combined are placed between the parentheses

3. Average function (average)

It is used to find the average value of a group of numbers, as it works to collect all the values and divides them by their number, so we get the average and writes in the formula **=Average()**The cells to be averaged are placed between the brackets.

4. (Max) function

It is used to find the largest value in a sequence of numbers and is written in the formula **=Max()** and the cells to know the largest value are inserted between the parentheses.

5. (Min) function

It is the opposite of the Max function, which is used to find the smallest value in a sequence of numbers and is written in the formula **=Min()** and the cells to be known are inserted between the parentheses.