1. Why use function: to bundle a set of instructions that you want to **use** repeatedly.

2. How to define a function:

* **Step 1:** Declare the function with the keyword def followed by the function name.
* **Step 2:** Write the arguments inside the opening and closing parentheses of the function, and end the declaration with a colon.
* **Step 3:** Add the program statements to be executed.
* **Step 4:** End the function with/without return statement.

3. How to call/use a function:

Once we have defined a function, we can call it from another function, program or even the Python prompt. To call a function we simply type the function name with appropriate parameters.

4. What is return: The return statement is used when a function is ready to return a value to its caller.

5. We don't have to use return in every function. Not every function **needs to** return a value.

6. An argument is simply a value provided to a function when you call it:

x = foo( 3 ) # 3 is the argument for foo

y = bar( 4, "str" ) # 4 and "str" are the two arguments for bar

Arguments are usually contrasted with parameters, which are names used to specify what arguments a function will need when it is called. When a function is called, each parameter is assigned one of the argument values.

# foo has two named parameters, x and y

def foo ( x, y ):

return x + y

z = foo( 3, 6 )

foo is given two arguments, 3 and 6. The first argument is assigned to the first parameter, x. The second argument is assigned to the second parameter, y.

7. How to use function from a different file other than our currently working file: use 'from file import function', and then call the function using function(a, b)