* Why should we use functions at all?
  + **Using functions** allows **you** to keep your logic contained in one central place (the**function**), so **you are** also less likely to introduce bugs, and if **you** need to fix a bug, there is only one place where the logic resides.
* How to define/declare 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

* How to call/use a function?
  + a function call is just the function’s name followed by parentheses, possibly with some number of arguments in between the parentheses.
* What is return, why and how do we use it?
  + the value that a function call evaluates to is called the return value of the function
  + When creating a function using the def statement, you can specify what the return value should be with a return statement. A return statement consists of the following:

The return keyword

The value or expression that the function should return

* Do we have to use return in **every** function?
  + No
* What are function arguments/parameters, why and how we use it?

The parameters specifies what information, if any, we have to provide in order to use the new function.

* How to use function from a different file other than our currently working file?
  + By simply importing it