

# Formulas and Functions

Spreadsheets are great at doing maths.

- Quicker
- Fewer mistakes
- Powerful
- Change one cell and the answer can change

But you need to know how to use them...



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A<sup>^</sup>A<sup>v</sup>**B***I*U**A**

Font

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Number



Conditional Formatting



Format as Table



Cell Styles

Styles

G13

A

B

C

D

E

F

G

H

I

J

K

L

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

Columns

Rows

Cells

# Formulas

**Formulas** are used to do basic maths (add, take away, multiply and divide)

Formulas always start with =

= F4 + 365

= 500 – G2

= A5 \* C1

= D7 / 4

# Functions

**Functions** are more complicated - and more helpful

Functions always start with =

Functions include **words** and **brackets**

Functions can affect a range of cells

= SUM(A2:A6)

= MAX(G2:G17)

= ROUND (F8, 0)