

Formula and Functions

Spreadsheets can be used to do calculations really quickly

There are two ways to do this:

- formulae
- functions

Formula and Functions

Formula

A formula can be used to do a simple calculation

There are good for addition, subtraction, multiplication and division

- formulae **always** start with =
- the answers **update** when you change numbers in cells

Formula and Functions

Formula

Simple formulae:

=B3 + 7

=B3 - B5

=B3 * 2 The * is used for **multiplication**

=B3 / 4 The / is used for **division**

Formula and Functions

Functions

Functions are used to do more complicated things, usually with a larger number of cells

- functions **always** start with =
- functions use **words**
- the answers **update** when you change cells

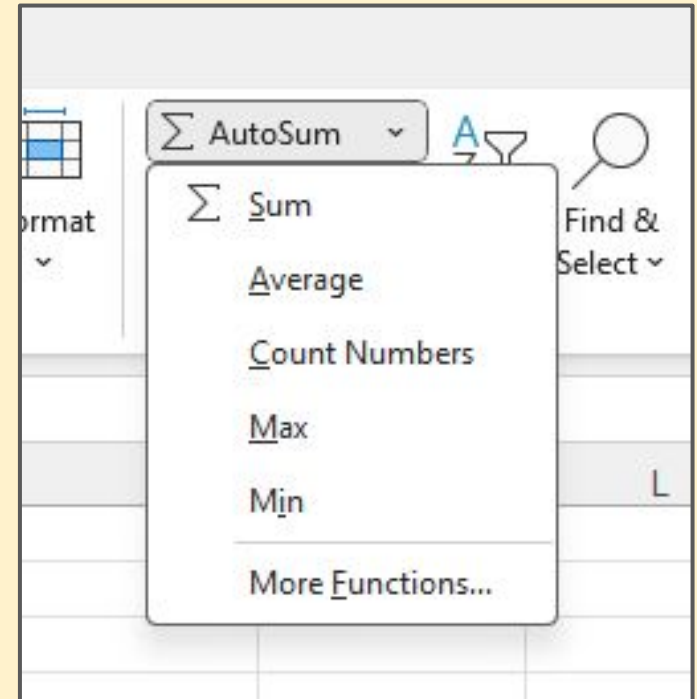
You can use the **AutoSum button** for simple functions

Formula and Functions

Functions

Simple functions use the **AutoSum** button

- **SUM** – adds up values
- **AVERAGE** – finds the average (mean) value
- **COUNT** – counts the number of cells with numbers in
- **MAX** – finds the highest value
- **MIN** – finds the smallest value



Don't forget to check what cells Excel guesses and correct them

Formula and Functions

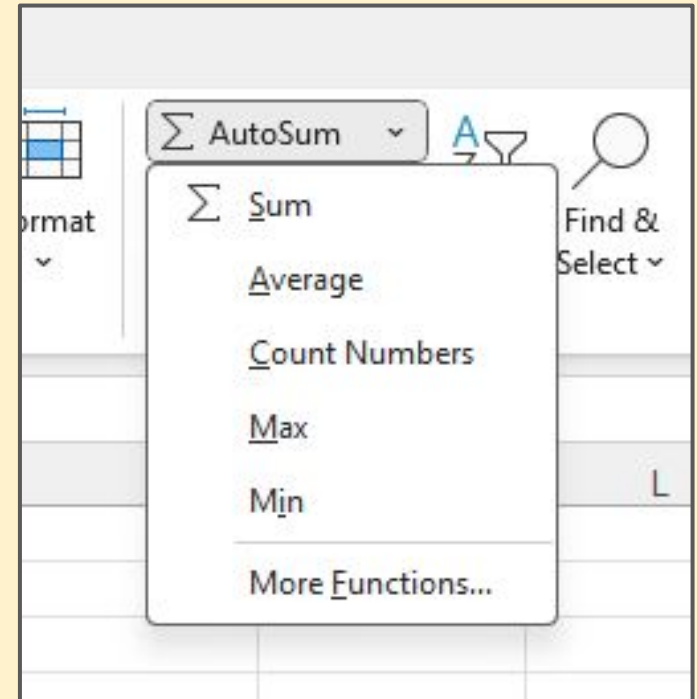
Functions

Always start with =

Use **brackets** for the range of cells

A **colon (:)** between the cells

- **=SUM(B2:B93)**
- **=AVERAGE(C4:C9)**
- **=COUNT(F34:F43)**
- **=MAX(G13:G72)**
- **=MIN(B2:G2)**



Don't forget to check what cells Excel guesses and correct them

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More Complex Functions

There are two more complex functions to know:

- COUNTIF
- IF

There is a [separate guide](#) for these