

# 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...



Calibri

11

A<sup>1</sup> A<sup>2</sup>

≡ ≡ ≡ ≡

ab  
c  
c

General

%

Conditional Formatting

Format as Table

Cell Styles

**B***I*U

Font Alignment

Number

Styles

G13

X ✓ f<sub>x</sub>

	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)