

Advanced Formulas and Functions in Microsoft Excel

This document provides instructions for using some of the more complex formulas and functions in Microsoft Excel, as well as using absolute references in formulas.

Opening Comments

Formulas are equations that perform calculations on values. A formula starts with an equal sign (=) and follows the order of operations (parentheses, exponents, multiplication & division, addition & subtraction).

For example, the following formula multiplies 2 by 3 and then adds 5 to the result.

=5+2*3

A **function** is a preset formula. Like formulas, functions begin with an equal sign (=) followed by the function's name and its arguments. The function name tells Excel what calculation to perform. The arguments are contained inside round brackets.

For example, the most used function in Excel is the SUM function, which is used to add together the data in selected cells. The SUM function is written as -

=SUM(A1:A6)

Here the function adds the contents of the cell range A1 to A6.

Formulas and functions can be entered directly into a cell or into the Formula Bar.

The screenshot shows the Microsoft Excel interface. The ribbon is set to 'Formulas'. The Formula Bar is visible at the top, and a red arrow points to it with the text 'Enter a formula in the Formula Bar'. Below the Formula Bar, a spreadsheet is displayed with columns A through G and rows 1 through 8. The data in the spreadsheet is as follows:

| | A | B | C | D | E | F | G |
|---|---------------|---------|----------|-------|---|---|---|
| 1 | | January | February | March | | | |
| 2 | Mortgage | 700 | 700 | 700 | | | |
| 3 | Utilities | 220 | 230 | 185 | | | |
| 4 | Phone | 97 | 80 | 65 | | | |
| 5 | Groceries | 225 | 375 | 295 | | | |
| 6 | Entertainment | 65 | 80 | 70 | | | |
| 7 | | | | | | | |
| 8 | | | | | | | |

A red arrow points to cell E6 with the text 'Enter a formula directly into the cell'.

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Elizabeth Eisner Reding,Lynn Wermers

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