



Functions & Formulas

Getting Started with Functions & Formulas

Functions and formulas are powerful and versatile tools that can perform a variety of calculations using your spreadsheet data. Formulas automate your work, instantly adding up section totals, calculating averages and percentages, and much more. With Excel formulas, you can combine and contrast spreadsheet values to make them meaningful. Functions are pre-defined formulas that simplify and standardize math, statistical, financial, and other calculations.

Many Excel functions draw from basic programming formats (e.g. IF/THEN statements). Functions like SUM can be added to your worksheets to dynamically update and display results as data is added or changed.

Note: Since some basic knowledge of Excel 2003 is assumed, those in need of a starter guide are referred to the *Excel 2003 Quick Reference Guide* by Nevada Learning Series.

Glossary Of Terms	Example
This list defines key terms used in Excel 2003 and this guide.	
FORMULA: An equation that uses and operates on spreadsheet values	=A2*88.8
FUNCTION: A pre-defined formula using arguments to perform a calculation	=SUM(A2,88.8)
ARGUMENT: Any value that is passed to and utilized by a function	=SUM(A2,88.8)
CONSTANT: A value that does not change	=A2*88.8
REFERENCE: A 'link' to values stored elsewhere, such as in cells or cell ranges	=A2*88.8
OPERATOR: A symbol defining a relationship between two values	=A2*88.8
ARRAY: A sequence of values that is used as a set	=A2:K2

Arguments

Constant value

Reference
(to the value in cell A2)

Operator (multiply)

Array (all values in row 2 from columns A to K)

The Formula Bar

In Excel 2003, the primary interface for entering and editing formulas is the Formula bar. All formulas must start with an equals (=) sign and are often enclosed in brackets. For example, a simple formula might look like this: =(A1+A2)

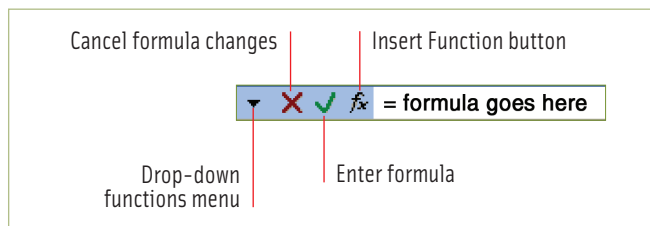


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