



University Information  
Technology Services

# Microsoft Office: Excel 2013

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Intro to Formulas and Basic Functions

University Information Technology Services

Training, Outreach, Learning Technologies and Video Production

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# University Information Technology Services

## Excel 2013

### Intro to Formulas & Basic Functions

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## Introduction

This booklet is the companion document to the Excel 2013: Intro to Formulas and Basic Functions workshop. It includes and definitions for formulas and functions, and covers the various aspects of creating formulas and the basic functions used in Excel.

## Learning Objectives

After completing the instructions in this booklet, you will be able to:

- *Understand what is a formula*
- *Create formulas*
- *Understand what is a function*
- *Use basic functions*
- *Know the difference between formulas and functions*

## Functions and Formulas

A formula performs calculations or other actions on the data in your worksheet. A function is a preset formula in Excel. It is important to understand the following information about functions and formulas.

### Basic Information

A formula and a function always begins with an equal sign (=). The data Excel will use to calculate a function is enclosed in parentheses (). Formulas do not include parentheses.

### How to Specify Individual Cells

When there is a comma (,) between cell references in a function, Excel uses each cell to perform the calculation. For example, the function =SUM (A1, A2, A3) is the same as the formula =A1+A2+A3.

### How to Specify a Group of Cells

When there is a colon (:) between cell references in a function, Excel uses the specified cells and all cells between them to perform the calculation. For example, the function =SUM (A1:A3) is the same as the formula =A1+A2+A3.

### Common Functions

The following are some common functions used in Excel:

*Average* – Calculates the average value of a list of numbers.

*Max* – Finds the largest value in a list of numbers.

*Sum* – Adds a list of numbers.

*Count* – Counts the number of items in a list.

*Min* – Finds the lowest value in a list of numbers.

*Round* – Rounds a value to a specific number of digits.

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