

Basic Formulas in Excel

File Home Insert Page Layout Formulas Data Review View Developer

Formulas tab selected.

Function Library (under Formulas tab):

- Insert Function
- AutoSum
- Recently Used
- Financial
- Logical
- Text
- Date & Time
- Lookup & Reference
- Math & Trig
- More Functions

Defined Names (under Developer tab):

- Define Name
- Use in Formula
- Name Manager
- Create from Selection

Basic Formulas (displayed in a grid):

=SUM() SUM(number1, [number2], ...)	=MAX() MAX(number1, [number2], ...)	=MIN() MIN(number1, [number2], ...)	=NOW() NOW()
=AVERAGE() AVERAGE(number1, [number2], ...)	=COUNT() COUNT(value1, [value2], ...)	=COUNTA() COUNTA(value1, [value2], ...)	=LEN() LEN(text)
=ABS() ABS(number)	=RAND() RAND()	=RANDBETWEEN() RANDBETWEEN(bottom, top)	=UPPER() UPPER(text)
		=PROPER() PROPER(text)	=LOWER() LOWER(text)

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Applications Library

Michael Price

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