



CSCA0102

IT and Business Applications

Chapter 7

**Spreadsheet – Formulas and
Functions**

Formulas

- A **formula** is an equation that performs a calculation.
- Like a calculator, Excel can execute formulas that add, subtract, multiply, and divide.
- One of the most useful features of Excel is its ability to calculate using a cell address to represent the value in a cell.
- This is called using a cell reference.

Writing the Formula

- Excel formulas start with the equal sign (=) rather than ending with it.
- The equal sign always goes in the cell where you want the formula answer to appear.

Cell Reference in Formulas

- When a formula contains a cell address, it is called a **cell reference**.
- Creating a formula with cell references is useful because you can update data in your worksheet without having to rewrite the values in the formula.

Cell Reference in Formulas

To create a formula:

- Select the cell where the answer will appear (B3, for example).
- Type the **equal sign (=)**. Type the cell address that contains the first number in the equation.
- Type the operator you need for your formula. For example, type the **addition sign (+)**. Type the cell address that contains the second number in the equation.
- Press **Enter**. The formula will be calculated, and the value will be displayed in the cell.

Cell Reference in Formulas

To edit a formula:

- Click on the cell you want to edit. Insert the cursor in the **formula bar** and edit the formula as desired.
- finished, press **Enter** or select the **Enter** command .
- The new value will be displayed in the cell.

Functions

- A **function** is a **predefined formula** that performs calculations using specific values in a particular order.
- One of the key benefits of functions is that they can save you time since you do not have to write the formula yourself.
- Excel has hundreds of different functions to assist with your calculations.

Functions

When using a function, remember the following:

- Use an equal sign to begin a formula.
- Specify the function name.
- Enclose arguments within parentheses. Arguments are values on which you want to perform the calculation. For example, arguments specify the numbers or cells you want to add.
- Use a comma to separate arguments.

=SUM(B2:E2)

Functions

To create a functions:

- Select the cell where the answer will appear.
- Type the **equals sign (=)** and enter the **function name**.
- Enter the cells for the **argument** inside the parentheses.
- Press **Enter** and the result will appear.