

Lesson 9

USING FUCTIONS

Cell Ranges

Cell ranges are groups of cells in a rectangular form. Each cell has a beginning and an ending address. Top RH corner is beginning and lower RH corner is ending address.

To specify a range enter the two cell addresses separated by a **:** (**colon**)

A name can be given to a range of number or cells in a worksheet. For example a column of temperatures could be called **temp**. Then we could refer to this range as temp instead of (say for example)A1:A20.

To create a **name**

- Highlight the cells
- Click the **name box**
- Type in the name
- Press **Enter**

Functions (Read Chapter 4 of old or new text)

- Divided into 11 groups
Mathematical & Trig, Engineering, Logical, Boolean, Statistical, Date and Time, Financial Informational, Lookup and Reference, and Text

The syntax for a **function** is:

=MAX(A1, B1:B8,10)
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function Arguments
name

Depending upon the function there may be zero, fixed number, or a variable number of arguments.

Zero arguments =PI()
One argument =SQRT(A2)
Two arguments =ROUND(A2,2)

When a function is used as an argument we use the term nested. Functions may be **nested** up to 7 levels.

Ex: =LOG10(MAX(SUM(A1:A3),30))

A number of errors can arise with formulas and functions (See page 36). Excel displays the error.

AutoSum

Function Wizard is Function Paste in Excel 2000

Cell Comments

Adjusting column widths

Inserting rows and columns

Zooming the worksheet