



Excel Module 3

Performing Calculations with Formulas and Functions

**Microsoft Office 2016
Introductory**

Student Learning Outcomes

- MODULE 2: FUNCTIONS using SUM, AVERAGE, MAX, MIN function
- RELATIVE and \$ABSOLUTE\$ cell reference
- **NEW:** Enter FUNCTIONS using COUNT and COUNTA function (EX142)
- **NEW:** Enter FUNCTIONS using TODAY and NOW function (EX169)
- **NEW:** Enter FUNCTIONS using IF function (EX175)

REVIEW: Components of a FUNCTION

1. Always starts with a =
2. Function Name
3. Arguments (Cell, Range, Number, "Text")

EXAMPLE:

= SUM(C27:N46)

= SUM(A9, B13:B18, G10)

= AVERAGE(B13:B108)

= MIN(B13:B108)

= MAX(B13:B108)

Do **NOT** Combine a Formula & Function

FORMULA

= G9 + G13 + G18

FUNCTION

= SUM(G9, G13, G18)

*If cells are not adjacent, separate them by commas.

WRONG:

~~**= SUM(G9 + G13 + G18)**~~