



Functions

What are common functions?

- COUNT: This function adds and displays the number of cells in a selected range containing numerical values.
- MAX/MIN: These display the maximum/minimum value in a selected range of cells.
- AVERAGE: This function displays the average value within a selected range of cells.

Many more functions exist within Excel. The benefit of using functions over typing the values yourself is that if one of the values in cells (C1-C8, in the example) change the average, max, min etc values will automatically update.

How do I use one of these functions?

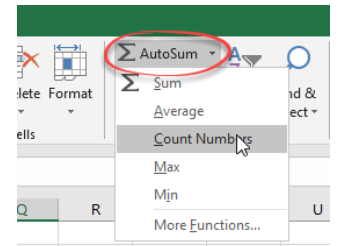
Method One

1. Click in the cell into which you wish to enter the formula.
2. Type '='.
3. Type COUNT, MAX, MIN or AVERAGE.
4. Type '('.
5. Type the cell range (separate the first and last value with a colon).
6. Type ')'.
7. Press <Enter>.

	A	B	C	
1			3	
2			5	
3			16	
4			25	
5			41	
6			32	
7			10	
8			15	
9			23	
10				
11		COUNT		9
12		MIN		3
13		MAX		41
14		AVERAGE	=AVERAGE(C1:C9)	

Method Two

1. Click in the cell into which you wish to enter the formula.
2. In the 'Home' ribbon.
3. Click the 'AutoSum' drop down menu.
A list of functions will be displayed.
4. Choose the required function.
5. Use the mouse to select the required cell range.
6. Press <Enter>.



For help and assistance,
call the ICT Helpdesk
0141-342 1570

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