


## INTRODUCING WORKSHEET FUNCTIONS

### WHAT IS A FUNCTION?

A worksheet function is a built in tool that you use in formulas. Excel has over 300 functions. They can be found by clicking on the Paste Function  button.

### WHAT DO FUNCTIONS DO?

1. Simplify your formulas
2. Perform impossible calculations that formulas cannot do.
3. Speed up editing tasks.

#### Simplify formulas

To total the salaries below in a formula, you would have to enter something similar to  $=b2+b3+b4+b5+b6+b7+b8$ )

	A	B
1	<b>Name</b>	<b>Salary</b>
2	Reynolds, Sue	20,000.00
3	Jones, Mary	23,000.00
4	Jones, Tom	24,000.00
5	Jones, Lisa	26,000.00
6	Smith, Barry	30,000.00
7	Smith, Lisa	35,000.00
8	Blakely, Susan	36,000.00

If you wanted to add information, you would have to edit the formula, and expand the range. Even if you wanted to insert a new record between rows, you would have to edit the formula.

Instead of a formula, use Excel's Sum Function to calculate the totals.  
 $=SUM(B2:B8)$

#### Perform impossible calculations

Perhaps you need to know the largest value from the cell range or A1:C10. A formula cannot do this by itself, but Excel's MAX function can calculate this value.  
 $=MAX(A1:C10)$

#### Speed up editing task

You've been given a list of 1,000 customers that you need to send a letter to. The list you have been given shows names as CHRIS MENARD, instead of Chris Menard. Using Excel's Proper Function will convert your cells to proper case.

$=PROPER(A1)$  and copy it down the next 999 rows and you are done.

## FUNCTION ARGUMENT TYPES

Functions can have:

1. **No Arguments** – *functions with no arguments still must include parentheses.*  
=TODAY()
2. **One Argument**  
=SUM(B2:B15)
3. **More than one argument**  
=LARGE(B2:B15,3)
4. **An indeterminate number of arguments** – *useful if the range that you are summing continually changes as you add cost or sales data.*  
=Sum(B:B)

An argument is the information inside the parentheses. A function with more than one argument is separated with a comma.

## ENTERING FUNCTIONS MANUALLY

Microsoft Excel will automatically convert any function to **Uppercase**. It is always a good idea to type your functions in lowercase. If you have an error, it is easy to click on the formula bar to see the error.

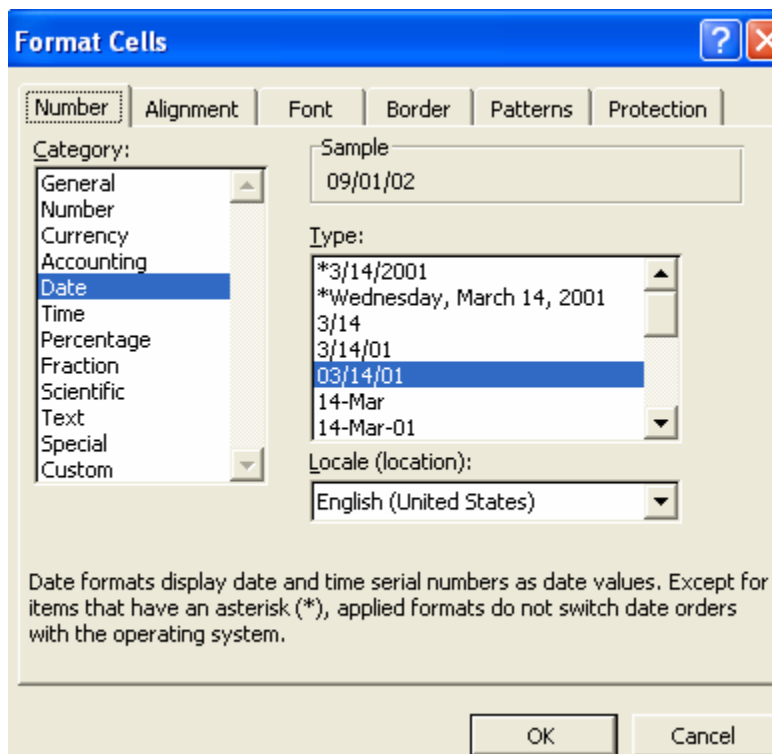
## DATE / TIME FUNCTIONS OVERVIEW

Excel's date and time functions enable you to work with date and time values in formulas.

Microsoft Excel treats Dates as Numbers. For example, the number 1 in Excel is January 1, 1900. The number 2 is January 2, 1900. This is how Excel deals with dates in formulas. 37,500 is equal to September 1, 2002.

### FORMATTING DATES AND TIMES

To format Dates and Times, click on Format | Cells. Under the Number tab, select Date and Time. You have numerous choices for date and time formats. If you click on Date, you get Date formats. If you click on Time, you get time formats. You can always customize dates by clicking on Customize.



### FORMATTING DATES

It is highly recommend that you format your dates before entering dates that consist of month/day/year. As is 08/20/65.

## DATE FUNCTIONS

### DISPLAY THE CURRENT DATE

Reasons why to use this formula:

- Calculating the number of days until an invoice is due or overdue.
- Calculating the number of days until an order ships.
- Always updated.

=TODAY()

You can also display the date with text. Example would be "Statement date is September 28, 2002,"

= "Statement date is "&Text(Today(), "dddd, mmmm d, yyyy")

### DATE FUNCTION

Inexperienced user of Excel, may enter the year in one column, the month in the next column, and the date in the last column. You can use Excel's DATE function to turn these numbers into a date. If A1 contains a year, B1 a month, and C1 a day, you can use the following formula to give the actual date.

=DATE(A1,B1,C1)

=DATE(YEAR,MONTH,DAY)

### DATEVALUE FUNCTION

The DateValue Function is used to return a date in the form of text to a serial number. To return 37519 enter the value of "9/20/2002".

=DATEVALUE("9/20/2002")



# ***CHRIS MENARD***



- **Microsoft Office Master Instructor** for Office 2003, XP, and 2000
- Featured on [Microsoft's Training web site](#)
- Click [here](#) to see Menard's certifications
- Click [here](#) for a recent article.
- Featured in the Atlanta Journal twice
- BBA in Accounting from Clayton State.
- Nine years of Accounting experience
- Previously worked for Georgia-Pacific and IBM Corporations
- Training provider for the Georgia Society of CPAs.
- Teaches classes he developed for the University of Georgia and Clayton College & State University

## **Companies we are currently training**

- Snapper Products, Inc in McDonough
- Delta Air Lines
- BellSouth
- Autotrader.com
- Georgia-Pacific Corp in Atlanta
- UCB

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Email or call us to set up on-site training for your company, or you can come to our computer training lab in Stockbridge.