Using Functions and the Function Wizard

This guide will instruct on how to insert functions into Excel documents through two different methods: the drop down list directly in the cell and the Insert Function button.

Part One: Selecting from the Drop Down List

Step 1
Start every function with the equals sign. Start typing the function name and Excel brings up the possible function options that start with that letter.

Step 2
When the desired function appears in the drop down menu, double click the name to insert the function into the cell.

Step 3
Enter the arguments needed to complete the function by clicking on the reference cells, separated by commas.

Part Two: Using the Insert Function Tool

Step 1
Click on the insert function button to the left of the formula box. See image below.

Step 2
Search for a function in the search box or select one from a category and click OK.
Step 3
Enter the necessary arguments, which are in bold. Instead of typing in the cell address, click on the collapse arrow to choose a cell from the spreadsheet.

Step 4
When the cursor is in each argument’s dialogue box, an explanation of the argument is displayed at the bottom of the window.

Step 5
Click OK to insert the function.
More Information
For access to additional information, tutorials and workshops, please visit the Center for Academic Technology website, http://www.butler.edu/it/cat, contact any Center for Academic Technology staff member at training@butler.edu, or contact the Information Commons desk in Irwin Library at infocommons@butler.edu or 940-9235.

Bibliography

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