



FORMULAS & FUNCTIONS

WORKSHOP

WORKSHOP OBJECTIVES

1. Build formulas
2. Understanding function syntax
3. Use Insert Function dialog box
4. Type a function directly
5. Use AutoFill to fill in a formula and complete a series
6. Enter the logical function
7. Work with date functions and financial functions

	A	B	C
1	Item	Sales	
2	Apples	\$30.25	
3	Avocados	\$40.10	
4	Oranges	\$50.70	
5	Grapes	\$60.45	
6	Lemons	\$70.25	
7	Total:	\$252.00	

A	B	C	D
account	date	amount	balance
000006628	11/15/2015	(\$31.15)	\$2,287.88
000006628	11/14/2015	(\$79.13)	\$2,319.03
000006628	11/14/2015	(\$33.81)	\$2,398.16
000006628	11/14/2015	(\$200.00)	\$2,431.97
000006628	11/14/2015	(\$5.00)	\$2,631.97
000006628	11/13/2015	(\$200.00)	\$2,636.97
000006628	11/13/2015	(\$106.34)	\$2,836.97
000006628	11/13/2015	(\$14.74)	\$2,943.31
000006628	11/12/2015	(\$3.08)	\$2,958.05
000006628	11/12/2015	(\$26,668.49)	\$2,961.13
000006628	11/12/2015	(\$7.46)	\$29,629.62
000006628	11/12/2015	(\$200.00)	\$29,637.08

WHAT ARE FORMULAS AND FUNCTIONS?

Excel is a powerful tool for getting meaning out of vast amounts of data. The key for unlocking all that potential is the grid of cells. Cells can contain numbers, text or formulas. This data is then transformed into tables on spreadsheets that are ready to find new products of information. The data in your cells has the ability to be transformed to give you the info you need. Get averages, totals, and much more from long spreadsheets in just seconds.

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