



=2+2

=C7+C8

=(C1+C2+C3)/3

=SUM(A4:A10)

Microsoft Excel 2003

Formulas and Functions Basics





Session Breakdown

- Handouts
- The Parts
 - Mathematical Symbols and Order of Operations
 - Formula Basics
 - Function Basics
 - How to apply formulas and functions
- Question and Answer Session



Mathematical Symbols and Order of Operations

- Mathematical symbols: addition +, subtraction -, multiplication *, division /, exponents ^, parenthesis ().
- PEMDAS – order of operations. **P**arenthesis, **E**xponents, **M**ultiplication, **D**ivision, **A**ddition, **S**ubtraction.



Formula Basics

- Formula: A set of mathematical instructions that performs calculations.
 - Formulas in Excel always begin with the equals (=) sign. (Ex. = 2+2) and are entered into the Formula bar.
 - You can use cell references rather than numbers when creating formulas. (Ex. =A2+A3) Cell references refer to the value in their respective cells.



Function Basics

- A function is a built in formula in Excel. Functions start with an equals (=) sign and have two components.
 - The function name (or an abbreviation of that name).
 - The arguments, which are the required data enclosed in parentheses.
- Function components:
 - $\underbrace{= \text{SUM}}_{\text{Function Name}}(\underbrace{\text{A4 : A10}}_{\text{Argument}})$
 - The colon between the cell references represents the range between the cell references.



Applying Formulas and Functions

- The AutoSum button
- Moving and copying formulas and functions

Using Formulas and Functions on Campus

- Budgets, Expense Reports, and Purchase Requisitions
- Custom Payroll Sheets or Time Reporting Sheets



Formulas and Functions Basics

- Questions??
- Please fill out the Training Survey!
<http://data.fairfield.edu/cns/workshop>
- www.fairfield.edu/cnstraining
- cnstraining@mail.fairfield.edu

Thank You!!