Functions in Microsoft Excel 2007

1. Open the spreadsheet you want to work in

2. Select the cell where you want the answer to the function to appear

3. Click the **Formulas** tab

4. Click the **Insert Function** button

5. Type what you want the function to do then click the **Go** button or press the **Enter** key on your keyboard
6. The search results will appear in the box below the search field. Select the one whose description best fits your intended result and press the **OK** button.

![Screenshot of selecting a function](image1)

7. Enter or select the arguments for your function

![Screenshot of selecting arguments](image2)

a. To select a cell from the spreadsheet as an argument click the button with a picture of a spreadsheet and a red arrow

![Screenshot of selecting a cell](image3)

b. Select the cell to include in the function
c. Click the button with the picture of the white box and a red down arrow

8. When the function produces the intended result click the OK button

9. The function will be listed in the formula bar and the result of the function will be listed in the spreadsheet cell.