Functions in Microsoft Excel 2010

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.

7. Enter or select the arguments for your function

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

   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

![Function Arguments](image)

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

![Function Arguments](image)

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