

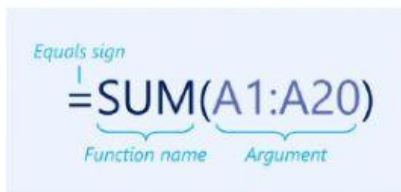
Read the text and do the tasks

What is an Excel Function?

A function in Excel is a preset formula, that helps perform mathematical, statistical and logical operations. Excel includes many common functions that can be used to quickly find the sum, average, count, maximum value, and minimum value for a range of cells. In order to use functions correctly, we'll need to understand the different parts of a function and how to create arguments to calculate values and cell references.

The parts of a function

In order to work correctly, a function must be written a specific way, which is called the syntax. The basic syntax for a function is the equals sign (=), the function name (SUM, for example), and one or more arguments. Arguments contain the information you want to calculate. The function in the example below would add the values of the cell range A1:A20.



True or false

1. Functions are needed to perform mathematical operations
2. With the help of functions, we can quickly find the average value of numbers
3. Arguments must contain only text values

Match the columns

cell	name
equals	referens
function	sign

Read the sentence and fill in the blanks with the correct words from the box

Syntax, arguments, function

1. A function must be written a specific way, which is called the _____
2. You need to understand the different parts of a _____ and how to create arguments
3. _____ contain the information you want to calculate