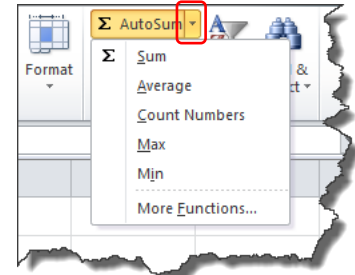


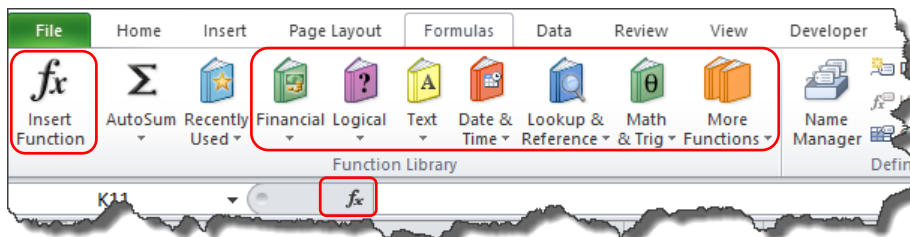
Inserting a Function

A function is a predefined formula that performs calculations on the numbered data entered into a worksheet. If the value/s in a formula changes, the results are automatically updated.

The most common functions **Sum**, **Average**, **Max** and **Min** can be accessed via the **AutoSum** button, located on the **Home** tab and the **Formulas** tab. More functions are available from **More Functions...**



There are alternative ways to insert a function into your worksheet. You can access functions via the **Function Library**, located on the **Formulas** tab.



Note:

The **Insert Function *fx*** button is located on the **Formulas** tab and the formula bar

Inserting a Function from the Function Library

The following example uses the **Statistical** function **CORREL**. This function calculates the correlation coefficient between two data sets.

1. Click the cell into which you want to display the results of the formula.
2. Click the **Formulas** tab. The functions are categorised by their functionality. Click the appropriate category button. Example: **More Functions** to access **Statistical**.
3. Click the function you wish to use. Example: **CORREL** (to find a correlation coefficient between 2 data sets). The **Function Arguments** dialog box will be displayed.
4. Select the data to be used in the calculation. In this example we have 2 columns of data.
5. Click **OK** to complete the formula.

