BASIC FORMULAS & EXPRESSION

FUNCTION IN EXCEL is a predefined formula that is used for specific values in a particular order. Function is used for quick tasks like finding the sum, count, average, maximum value, and minimum values for a range of cells. For example, cell A3 below contains the SUM function which calculates the sum of the range A1:A2. Formulas and functions are the building blocks of working with numeric data in Excel. This article introduces you to formulas and functions.

- **SUM** for summation of a range of numbers
- **AVERAGE** for calculating the average of a given range of numbers
- **COUNT** for counting the number of items in a given range

The importance of functions

Functions increase user productivity when working with excel.
it is much more efficient to use a function to get the sum than using the formula which will have to reference a lot of cells.It is used to perform a vertical look up in the left most column and return a value in the same row from a column that you specify..