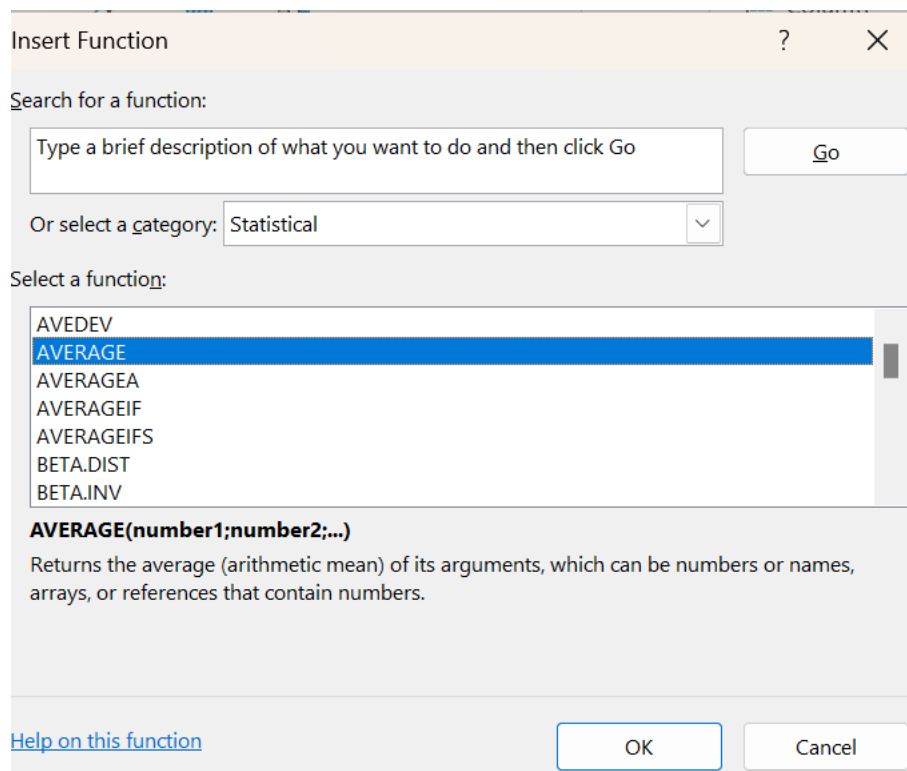


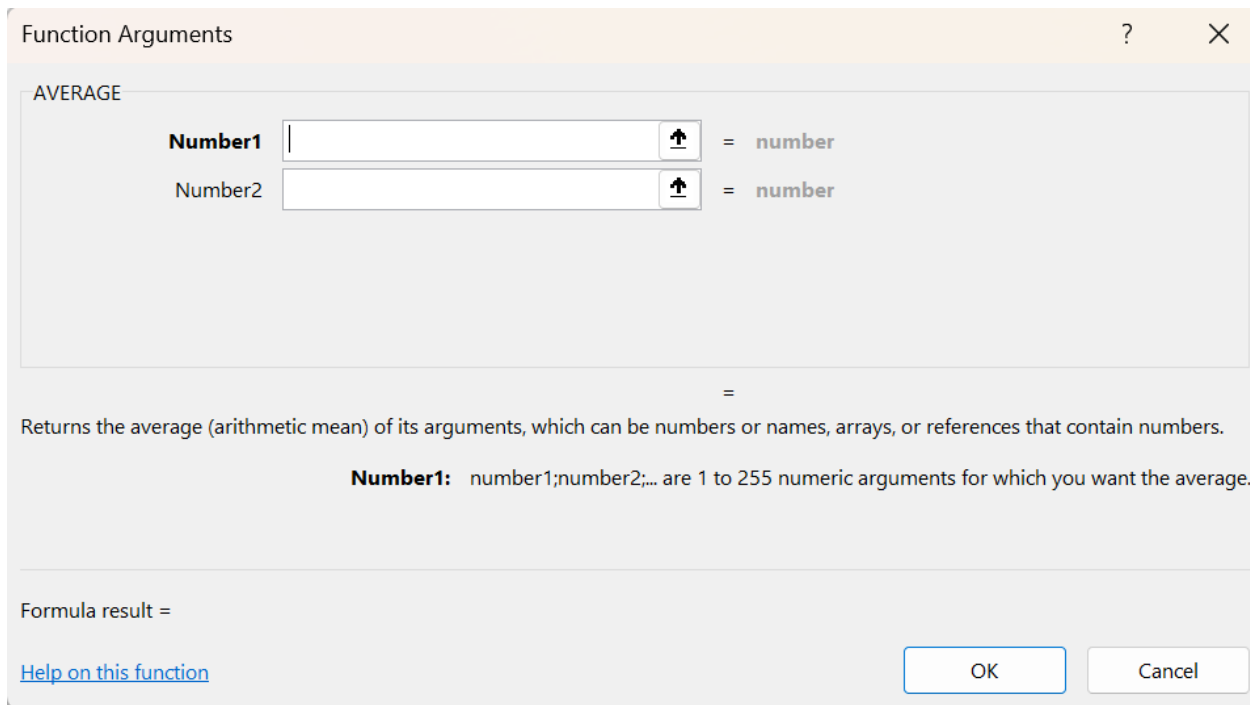
3) We determine the class to which the function belongs from the box (Select Class) as shown in the figure below:



4) The group of functions that belong to this category will appear in the list (Select a function) as in the figure below:

Then we choose (OK). The (Function Arguments) window will appear as in the figure below, where we put the setting or addresses.

Cells that contain numbers in the cells (Number1, Number2, Number3), then we choose (OK). We will notice that the average of the values that we specified has been placed in the active cell, and so are the rest of the ready-made functions.



Example :

You have the following table in Excel:

a- Using ready-made functions, find the sum of cells from A1 to D1 and store the result in the cell. E1

b - Using the ready-made functions, find the sum of cells A1, A2, B1, C1, D1, D2 and put the result in cell G2

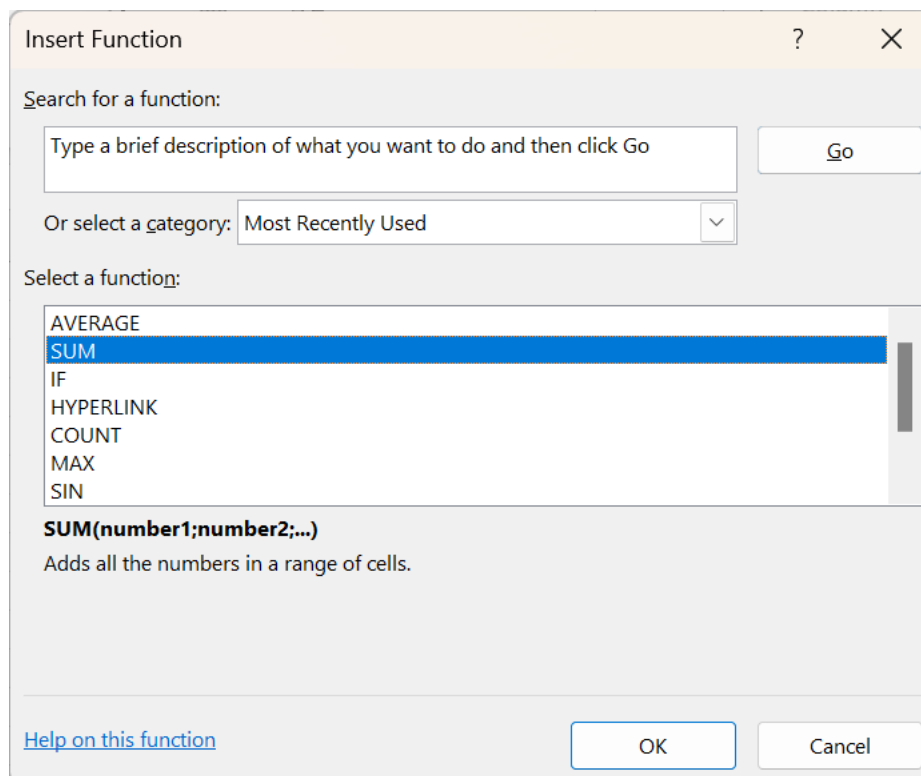
H	G	F	E	D	C	B	A
				90	65	11	45
				21	54	3	67

The solution :

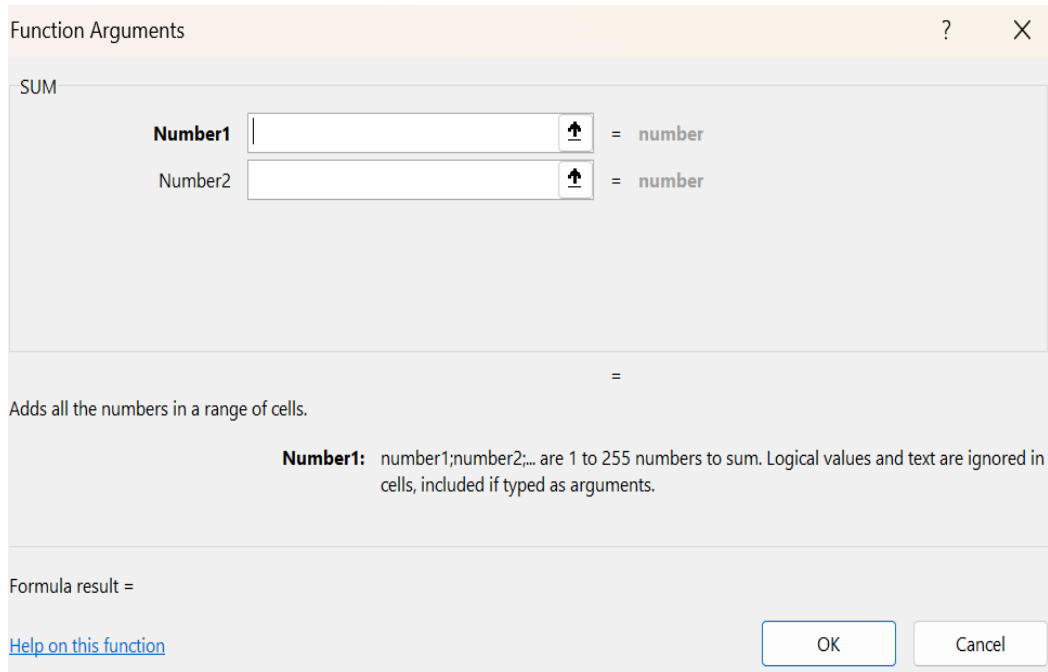
1- We will find the sum of cells from A1 to D1 and store the result in cell E1

- We select the cell in which we want to place the function to be the active cell, and here it is cell E1.

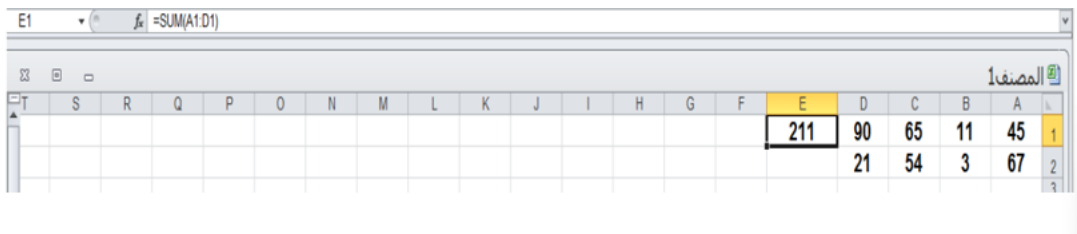
- We bring up the Insert Function window by left-clicking on the fx tool in the formula bar.
- We select the category to which the sum function belongs, Sum, from the box (Select a category), which here is a category (mathematics and triangles), as shown in the figure below. The set of functions that belong to this category will appear in the list (Select a function), then we choose the Sum function, then choose (OK).



- The (Function Arguments) window will appear, where we place the setting or cell addresses that contain the numbers in the cells (Number1, Number2,...) as in the figure below:



- We choose (OK). We will notice that the sum of the values (A1:D1) has been placed in cell E1 and that the formula bar has placed the sum function in it, as in the figure below.



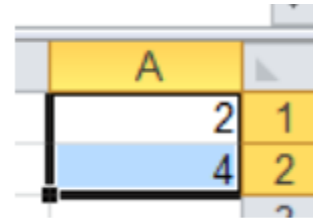
Autofill data:

When you want to fill in a series of data, for example from the number (1) to the number (10), or apply an equation to several data, the Excel program provides a distinctive automatic filling feature, which saves us time and effort.

Example:

Write the steps necessary to print even numbers from 2 to 100 in column A using AutoFill:

- 1- In cell A1, print the number 2, and in cell A2, print the number 4
- 2- Mislead cells A1 and A1. A2



- 3- Place the mouse cursor in the lower left corner of cell A2 until the mouse cursor appears in the form +, Then press the left mouse key and continue pressing while dragging the cursor to the cell A50 .
- 4-The even numbers from 2 to 100 will be printed in the column.

Example:

You have the following table for the grades of three students in computers. Calculate students' GPA in computers using autofill

E	D	C	B	A	
المعدل	الشهر الثالث	الشهر الثاني	الشهر الاول	اسم الطالب	1
	94	78	98	نور	2
	94	80	90	ملك	3
	90	85	89	علي	4

The solution

- 1- In cell E2, we calculate the average of the first student (Nour) by placing the cursor in cell E2 and writing in the formula bar the following equation:
$$=(B2+C2+D2)/3$$

Then we press the enter key, then the first student's average will appear in cell E2, as in the figure below:

المعدل	الشهر الثالث	الشهر الثاني	الشهر الاول	اسم الطالب
90	94	78	98	نور
	94	80	90	ملك
	90	85	89	علي

2- Place the mouse cursor in the lower left corner of cell E2 until the mouse cursor appears in the form + then press the left key

Press and hold the mouse while dragging the cursor to the cell. E4

3- The second student's GPA will be printed in cell E3 and the third student's GPA will be printed in cell E4, as in the figure below.

المعدل	الشهر الثالث	الشهر الثاني	الشهر الاول	اسم الطالب
90	94	78	98	نور
88	94	80	90	ملك
88	90	85	89	علي

Example:

Write the steps needed to print the numbers, 7, 11, ... 71 (3) in the third row using autofill.

Some ready-made functions in Excel with some examples:

SUM function: This function is used to find the sum of a range of numerical cells and its general formula:

=SUM(range of cells)

Example:

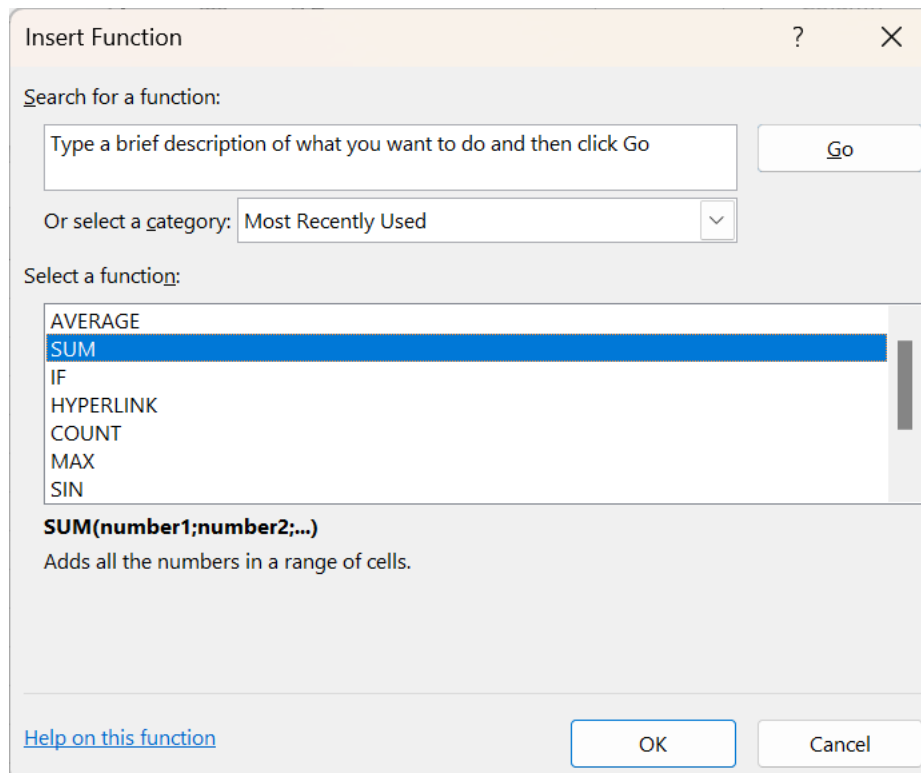
In the figure below, numerical values have been entered for cells B1 to B9. It is required to sum these values and place the result in cell B10.

C	B	A	
	2		1
	38		2
	45		3
	8		4
	10		5
	66		6
	42		7
	178		8
	43		9
			10

The solution:

1- We place the cursor in cell B10, then we bring up the (Insert Function) window in one of the ways as mentioned above, for example, we click the *fx* symbol in the formula bar.

2- From the Insert Function window, we write the sum function in the (Search for a function) box, and then click on (Go) or we select the class to which the sum function belongs from the box (Select Category) and here it is the (mathematics and triangles) category, as shown in the figure below.



The group of functions that belong to this category will appear in the list (Select a function). We choose the Sum function and then choose (OK)

3- The (Function Arguments) window will appear as below, and from the Number1 field we select the required range for the cells whose values we want to sum, and write B1:B9 and then choose (OK). We will notice that the sum of the values (B1:B9) has been placed in cell B10 and that the formula bar has installed the sum function in it below.

B10		fx =SUM(B1:B9)																		
U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A
																			2	1
																			38	2
																			45	3
																			8	4
																			10	5
																			66	6
																			42	7
																			178	8
																			43	9
																			432	10