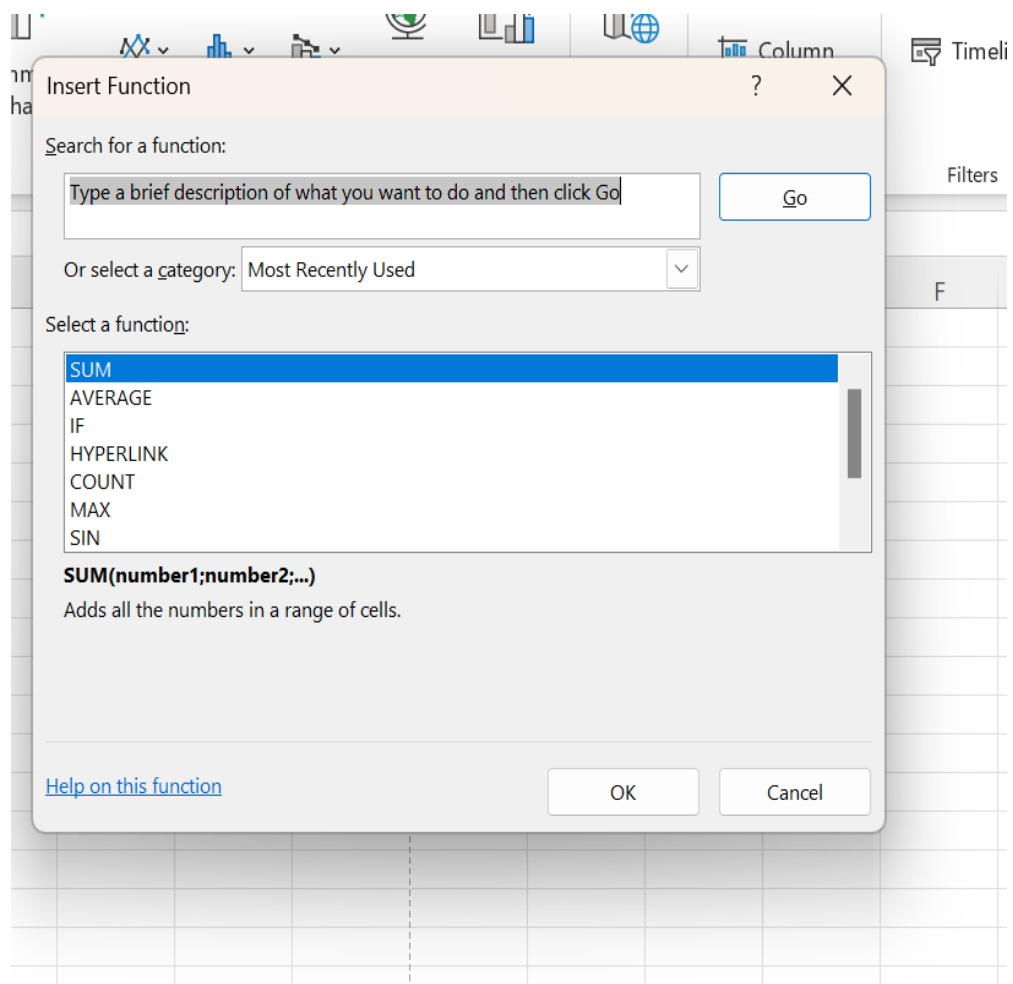


Insert a ready-made function into a cell

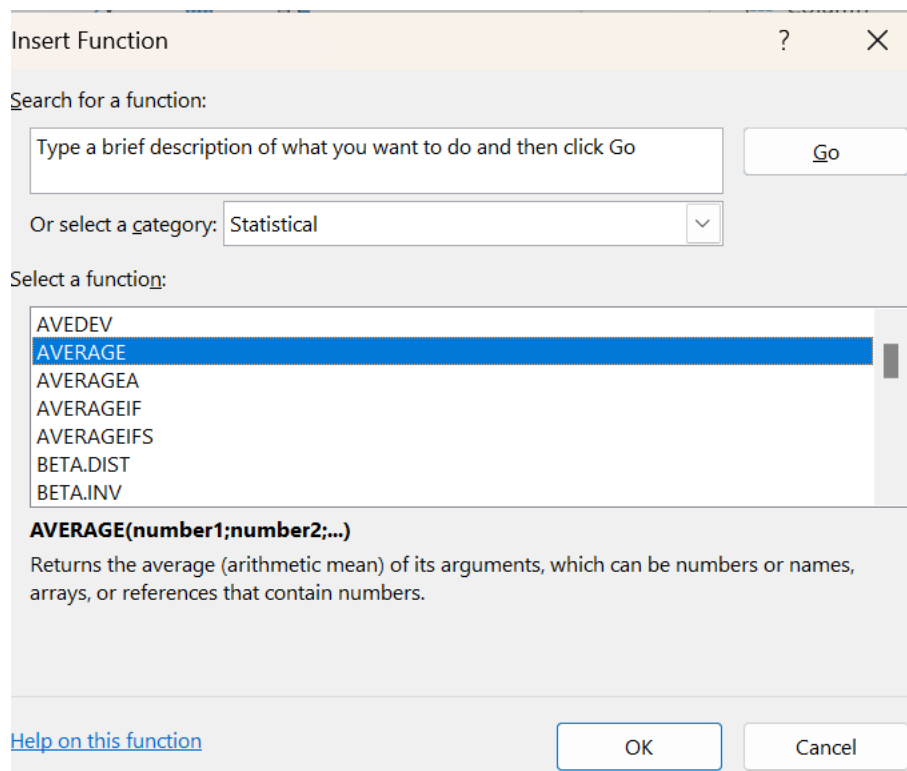
To insert a ready-made function into a cell, we follow these steps:

- 1) We select the cell in which we want to place the function to be the active cell.
- 2) We display the (Insert Function) window in one of the following ways:
 - Left-click on the *fx* tool in the formula bar.
 - From the (Formulas) tab, we select the (Insert) function symbol. *fx*
 - Using shortcut key. Shift+F3

In all of the above cases, the (Insert Function) window shown in the figure below will appear:



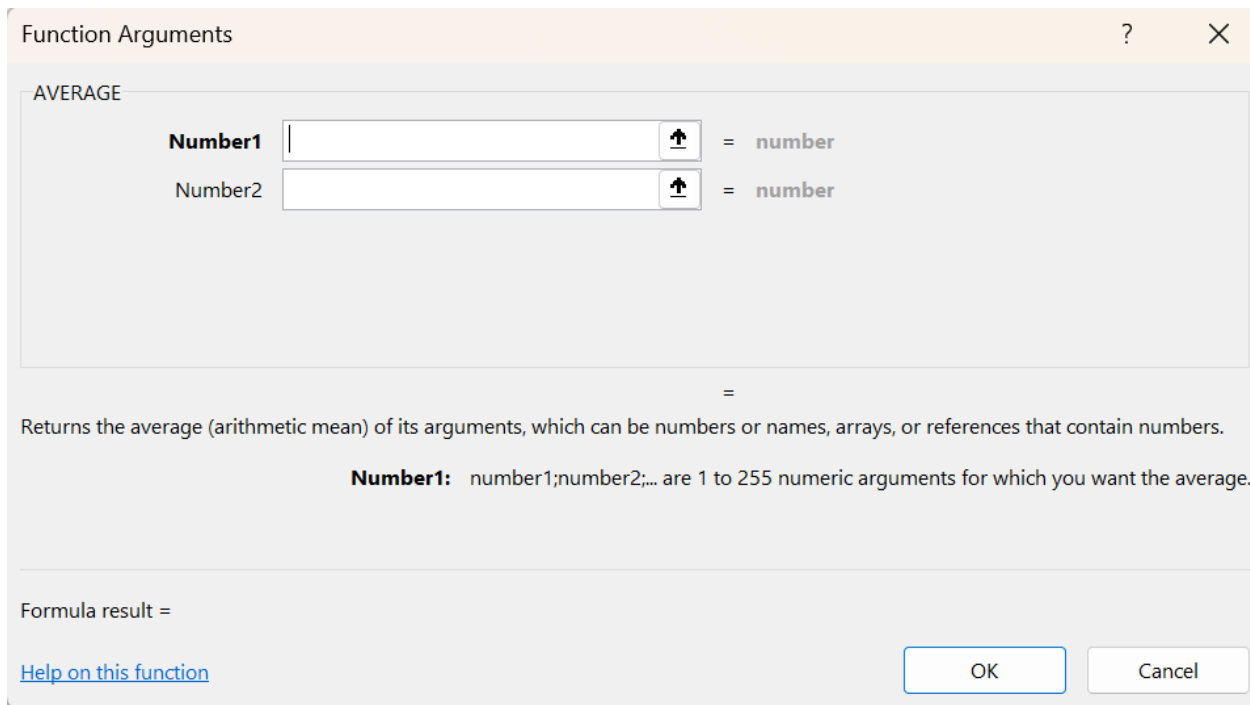
3) We determine the class to which the function belongs from the box (Select Class) as shown in the figure below:



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

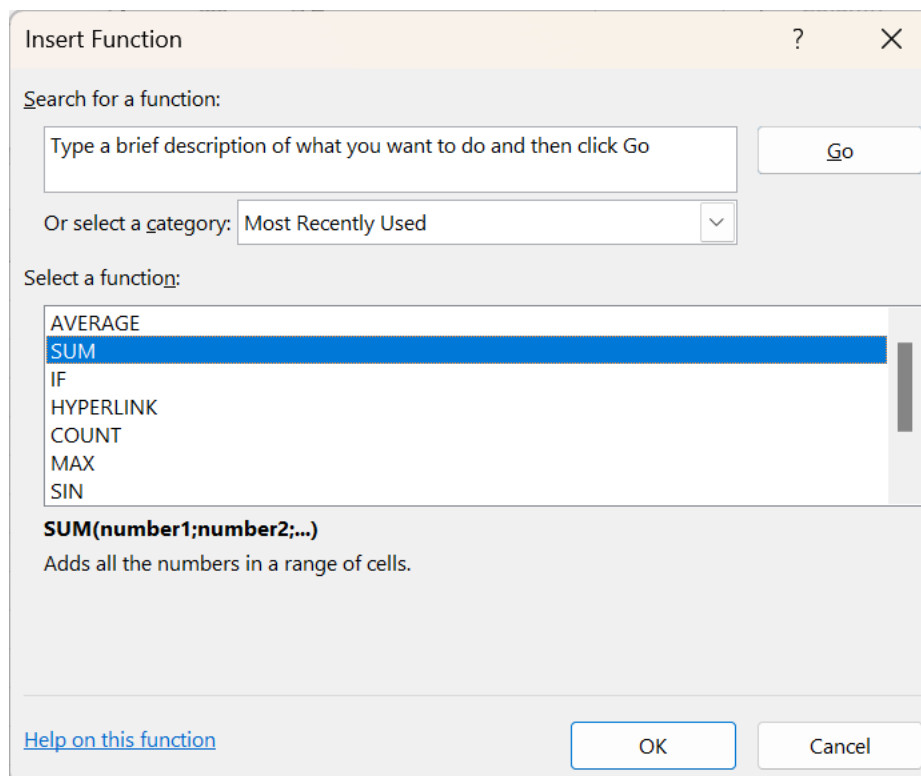
H	G	F	E	D	C	B	A
				90	65	11	45
				21	54	3	67

The solution :

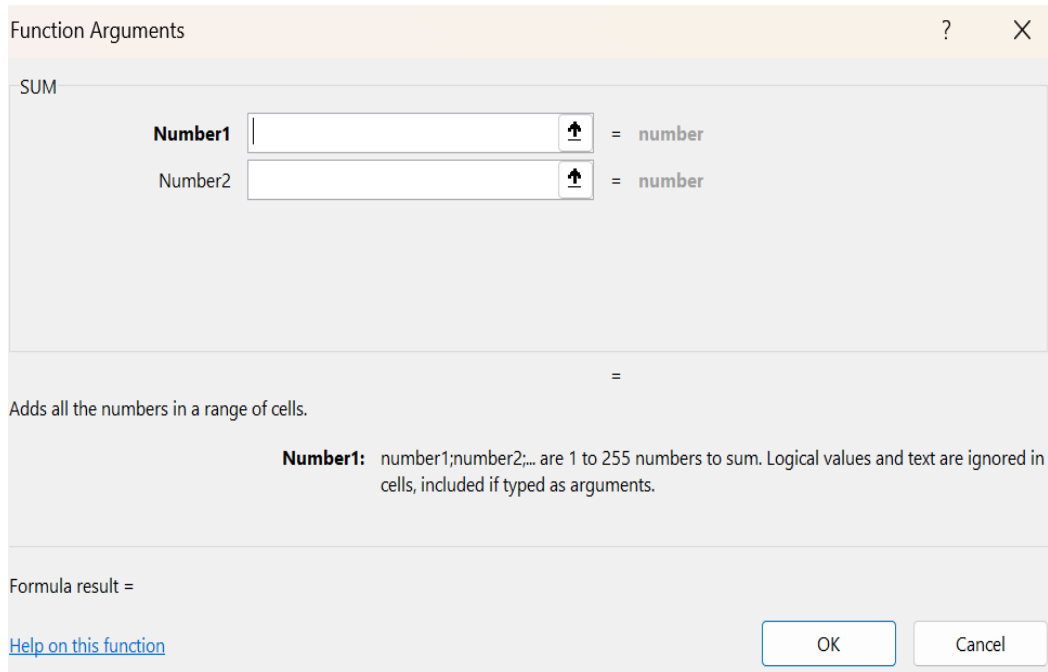
1- We will find the sum of cells from A1 to D1 and store the result in cell E1

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

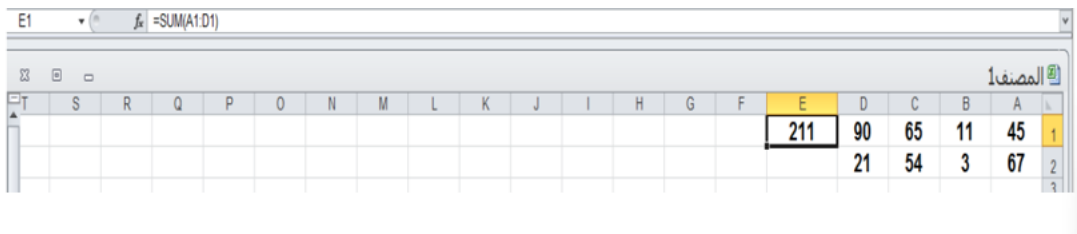
- We bring up the Insert Function window by left-clicking on the fx tool in the formula bar.
- We select the category to which the sum function belongs, Sum, from the box (Select a category), which here is a category (mathematics and triangles), as shown in the figure below. The set of functions that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