

Cell function

- A **function** is a **predefined formula** that performs calculations in selected data.
- 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.

Sum

- This function **adds** all of the values of the cells in selected area
- Select the cells which has numbers, in home tab click sum operation.
 The answer will be shown in next cell.

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onal Format as Cell	Insert Delet		Sort & Find
ng * Table * Styles * Styles	Cell:	<u>Average</u> Count Numbers	Filter * Selec
<i>f</i> _x 12 K L	М	<u>M</u> ax M <u>i</u> n	Р
	12 9	More Eunctions	
	7 17		
	0 45		





Another method

- Click on the cell in your table where you want to see the total of the selected cells.
- Enter =SUM(to this selected cell.

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K	L	М	N	0	Р
		12			
		9			
		7			
		17			
		0			
		=SUM(
		SUM(nur	nber1, [num	ber2],)	

- Now select the range with the numbers you want to total and press
 Enter on your keyboard.
- In large ranges of calculation you can enter the range address manually like =SUM(M1:M5)

Styles			Cells		
=SUN	=SUM(M1:M5				
К	L	М	N	0	
		12			
		9			
		7			
		17			
		0			
		=SUM(M1	:M5		
		SUM(number1, [number2],)			

=SUM(M1:M5)				
К	L	М	N	
		12		
		9		
		7		
		17		
		0		
Sun	n value	45		