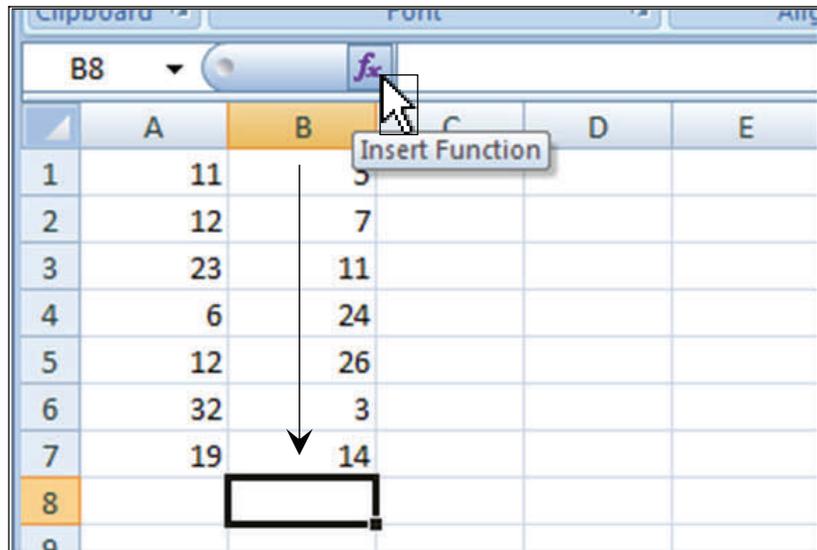


Formulas, Part 3: Finding Formulas with the Paste Function

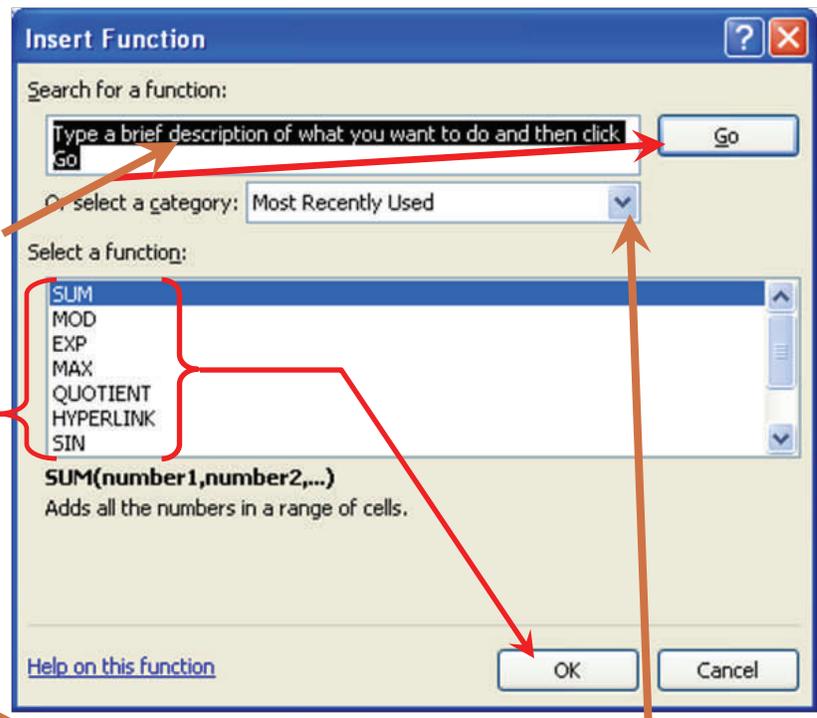
This short guide will show you a quick graphical way to add a single formula over a range of cells in an Excel spreadsheet. This particular example illustrates how to use the “paste” function to find the average (arithmetic mean) over a range of cells, but you can use the same techniques shown here to select from a variety of formulas using the same basic steps.

1.) I want to find the average of the numbers in the cell range of **B1** through **B7**. I click in **B8**, the cell where I want the average to appear, then double-click the *fx* button to the left of the Formula Bar, to get assistance in finding the right formula.

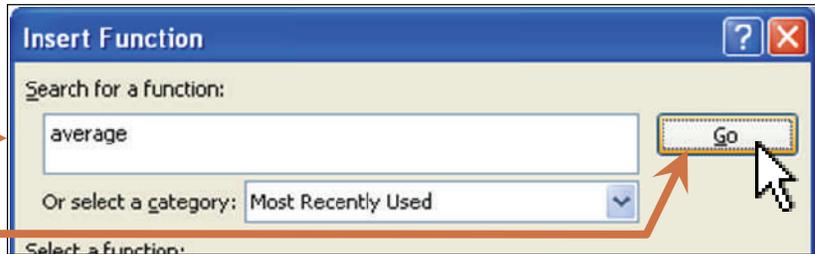


2.) The **Insert Function** dialog box appears, allowing several ways to start searching for the formula I need. I can:

- Type the description of what I’m looking for, then click **Go**.
- First select a category from the drop-down list in the middle of the page, then click on **OK**.
- Or click on one of the choices shown under “**Select a category:**” (those listed here match the category indicated, that of “**Most Recently Used**”).

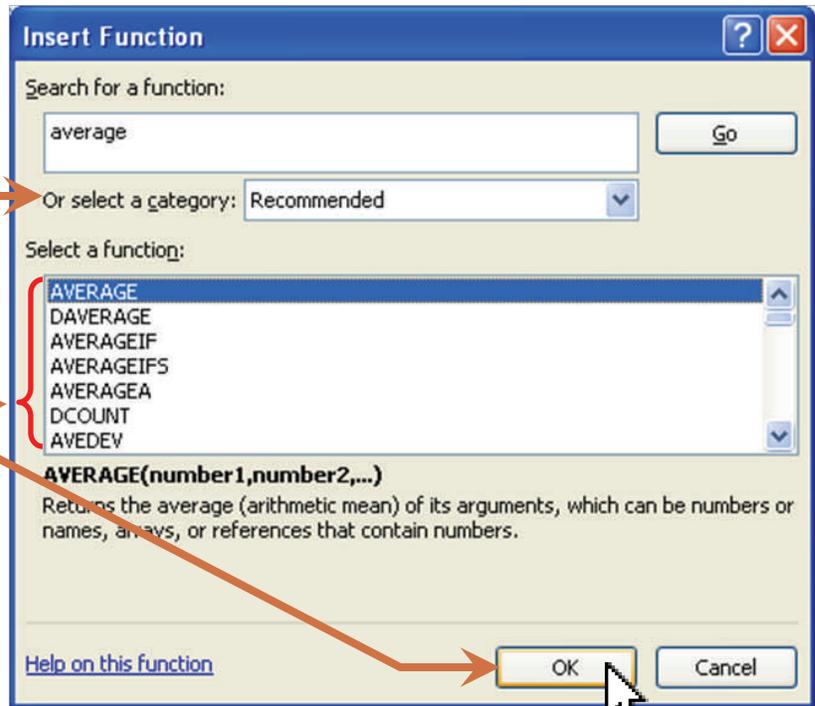


3.) Okay, here I've chosen the first option, and typed in the word "average."



Then I click on **Go**.

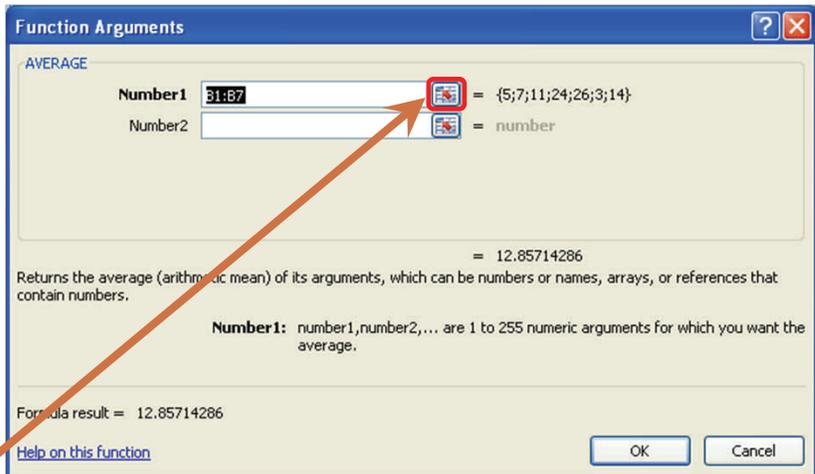
4.) A new selection now appears in the **Select a function:** list, comprising a "Recommended" category, based on my typed entry.



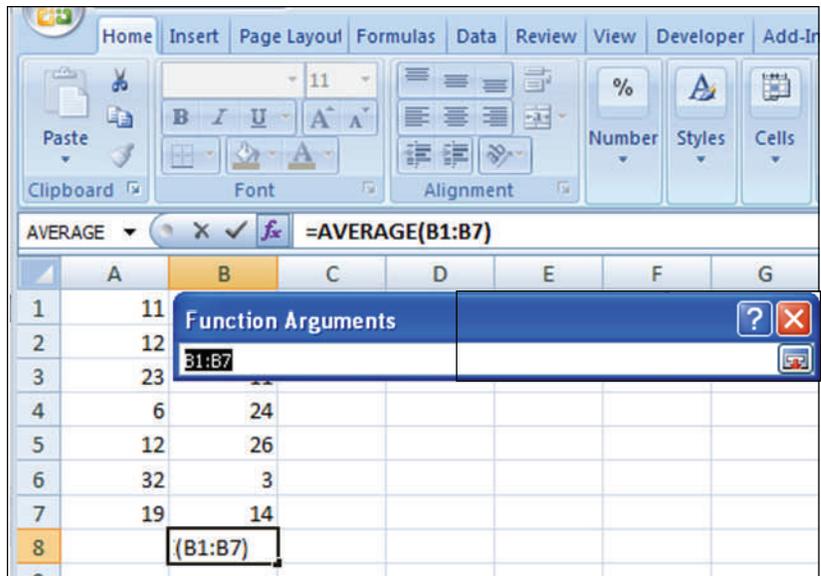
If I agree with the highlighted entry in the **Select a function:** list,

I have only to click on **OK**, at the bottom of the **Insert Function** box to select it. (If a *different* "average" function matched what I wanted, I would select *it* before clicking on **OK**.)

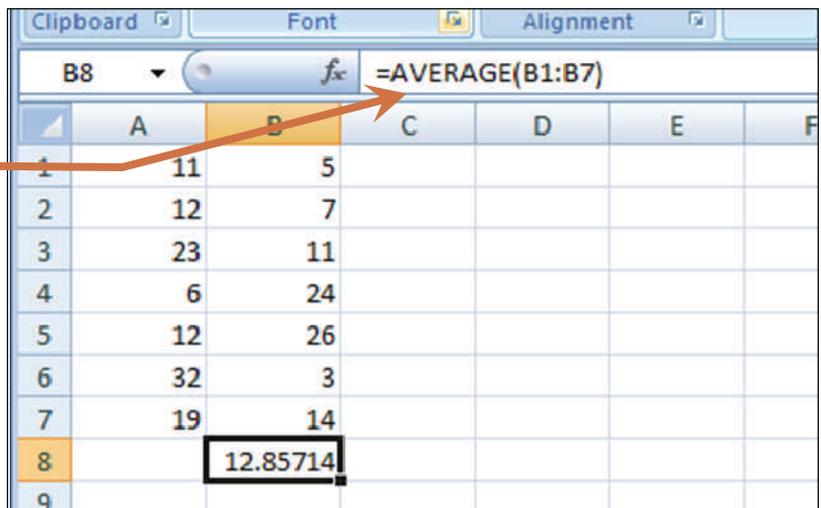
5.) Clicking the OK button above brings up the **Function Arguments** box at right. Notice that Excel has deduced that the range I want to compute an average for is **B1-B7**, based on my choosing **B8** as the cell location of the function. This box also supplies a definition of the function, so I know if it matches what I'm trying to do. Now see what happens if I click here:



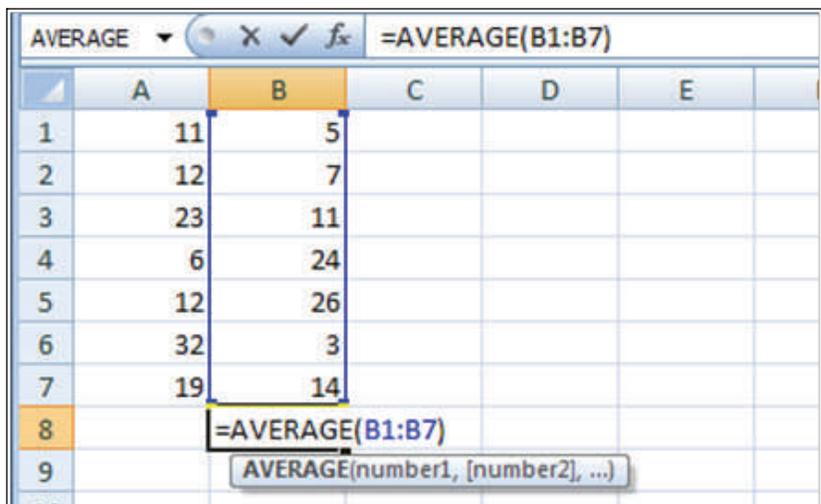
6.) The new **Function Arguments** box which pops up gives me a chance to amend the range over which I want the function to apply. If Excel has deduced the range correctly — or after I make any necessary correction to the range shown — I just press **Enter** to return to the previous screen. Then I click on the **OK** button at bottom right of that screen to confirm the function and range.



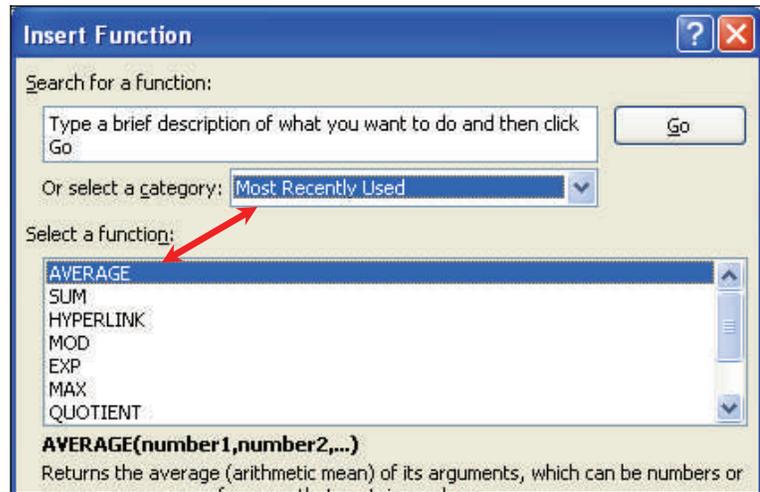
7.) After I've clicked **OK** in the **Function Arguments** box, that box goes away, and the **Formula Bar** now reflects the correct syntax for the "average" formula I was searching for. In addition, that formula has been applied to cell **B8**, and the numerical value calculated for the range of cells specified.



8.) Double-clicking in cell **B8** confirms that the formula has been entered there, and also graphically indicates **in color** what the range covered is.

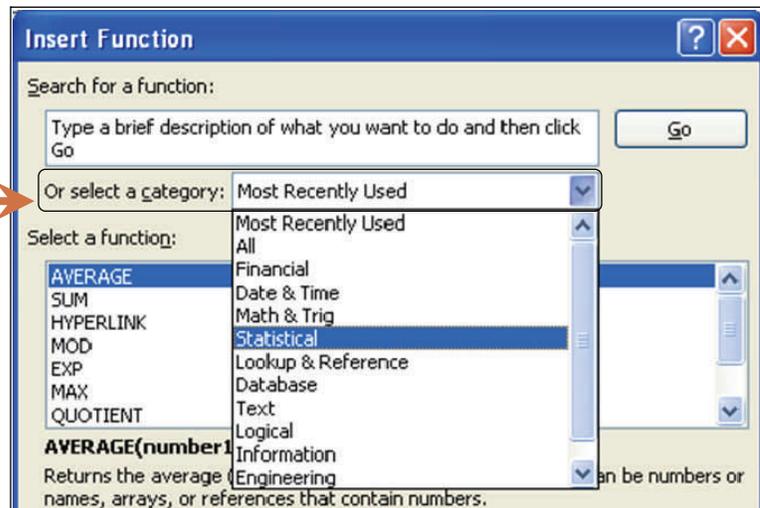


9.) Now let's look at the last option given in step 2. above, that of picking a *category* of functions to choose from. Returning to the same screen shot, notice that "AVERAGE" is now included among those formulas "**Most Recently Used.**" (This is the result of the actions taken in the above steps.)



10.) However, I'm now going to look for the "average" formula by selecting a likely category in the "**Or select a category:**" drop-down list.

After highlighting the category "**Statistical**" by moving my cursor down the list to that entry, I'll select it by left-clicking on it.



11.) And here's my list of **Statistical** formulas, with **AVERAGE** the second one down.

At this point, I can select **AVERAGE** by either double-clicking on that entry; or selecting it with a single left-click, then completing the choice by clicking on the **OK** button at bottom right. Either action will return the same **Function Arguments** box shown above under step 5. above. Further steps required continue as in that example.

