

## **Excel Functions**

Excel has a ton of functions that enable you to perform mathematical, financial, logical, and other calculations.

To paste functions in Excel, follow these steps:

1. Select the cell in which you want to enter your function.
2. Click the Paste Function button.
3. In the Paste Function dialog box, click on the function category and click on the Function you want use. When you choose a function name, Excel provides a handy explanation of what that function does at the bottom of the dialog box.
4. Click OK. Excel displays a dialog box that walks you step-by-step through the process of building the function.
5. Follow the instructions, and when you're done click OK.

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