



MISSISSIPPI STATE UNIVERSITY™ EXTENSION

Center for Technology Outreach

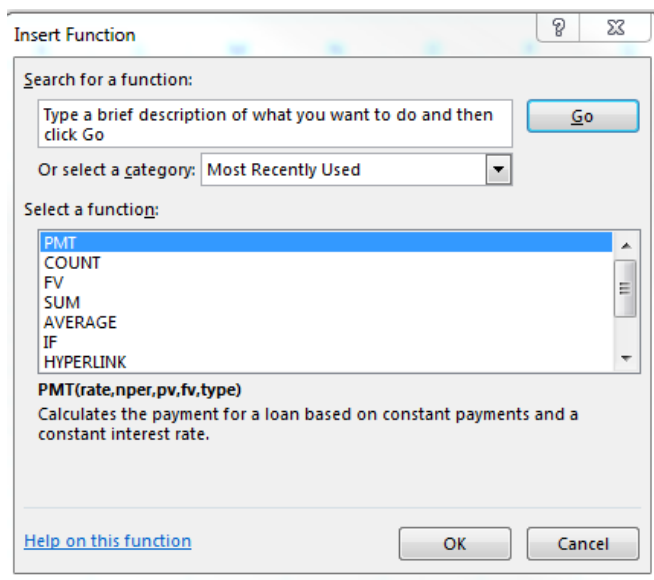
How to Use Functions in Excel

Functions are predefined formulas in Excel that calculates specific values in a particular order.

Step 1: Enter information that you want to insert in the Excel Function

Step 2: Click on the **Formulas** tab, then Insert Function

Step 3: Type keywords of the type of function you would like to use.



Step 4: Select the Function and click in the cell on the Excel spreadsheet to enter the values in the Function.

The image shows the 'Function Arguments' dialog box for the PMT function in Microsoft Excel. The dialog box has a title bar that says 'Function Arguments' and contains a help icon and a close icon. The main area is titled 'PMT' and contains five input fields, each with a small icon to its right and an equals sign followed by the word 'number' to its right. The fields are labeled 'Rate', 'Nper', 'Pv', 'Fv', and 'Type'. Below these fields is a line with an equals sign. Underneath, there is a descriptive sentence: 'Calculates the payment for a loan based on constant payments and a constant interest rate.' Below that is a definition for the 'Rate' argument: 'Rate is the interest rate per period for the loan. For example, use 6%/4 for quarterly payments at 6% APR.' At the bottom left, it says 'Formula result =' followed by a blue hyperlink 'Help on this function'. At the bottom right, there are two buttons: 'OK' and 'Cancel'.