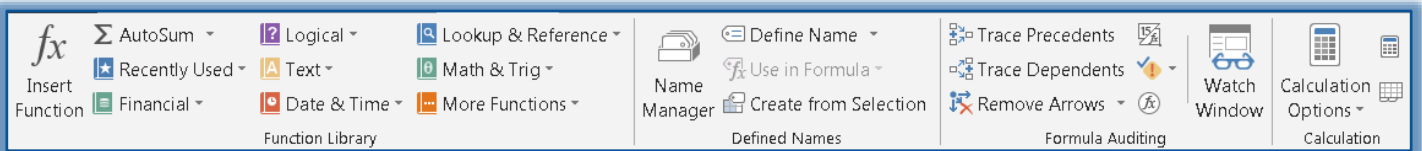


EXCEL FORMULAS TAB

This ribbon is used to work with formulas and functions within an Excel worksheet or workbook. There is a gallery of several different categories of formulas and functions that may be applied to a cell or range of cells within the worksheet. Also, on this ribbon it is possible to define names for ranges of cells or for a single cell. How the items are displayed on the ribbon is determined by the size of the computer monitor. The table below describes the buttons that are available in each group on this ribbon.



Groups/Buttons	Description
Function Library Group	
Insert Function	This button is used to insert a function into a cell in the worksheet. When the button is clicked, the Insert Function dialog box will display.
AutoSum	To automatically sum a range of cells, such as a row or a column, click this button. All the cells above the cell where the function is being inserted will be summed up to where a blank cell is encountered. To sum a whole row or column, even if blank cells are encountered, highlight the area before clicking the Auto Sum button. It is also possible to use other functions such as Average, Maximum, or Minimum by clicking the arrow at the bottom of the button.
Recently Used	Click this button to display a list of functions that were recently used in the worksheet.
Financial	When clicked, this button will display a list of financial functions, such as the Payment function.
Logical	To display a list of logical functions such as And, If, or Or, click this button.
Text	Click this button to display a list of functions that work with cells that contain text.
Date and Time	This button is used to work with date and time functions such as Now, Day, Year, or Today.
Lookup and Reference	To display a list of functions that can be used to look up information meeting specific criteria, click this button. Some of these functions are Lookup, HLookup, and VLookup.
Math and Trig	Functions such as Sum and Round, along with several other mathematical and trigonometry functions can be found when this button is clicked.
More Functions	To see a list of statistical, information, cube, and engineering functions, click this button.

Groups/Buttons	Description
Defined Names Group	
Name Manager	Names can be used in formulas and functions in place of cell references. This button is used to list all the names that have been used in the workbook.
Define Name	To create a name for a cell or range of cells, click this button. The New Name dialog box will display. This box is used to create the name for the range of cells as well as specify the range.
Use in Formula	This button is used to insert a name from the current workbook into a function or formula.
Create from Selection	To automatically create a named range from a selected range of cells, click this button. When this option is used, the column header or row header must be selected.
Formula Auditing Group	
Trace Precedents	This button is used to indicate what cells affect the value in the currently selected cell.
Trace Dependents	To show arrows that indicate what cells are affected by the value in the currently selected cell, click this button.
Remove Arrows	Click this button to remove the arrows generated by the Trace Precedents and Trace Dependents operations.
Show Formulas	To display the formulas in the worksheet, click this button. The formulas will be displayed in the cells instead of the values. This is a toggle button that when clicked the first time displays the formulas. When the button is clicked the second time, the formulas will not display.
Error Checking	Use this button to check for common errors that might appear in formulas or functions.
Evaluate Formula	Click this button to launch the Evaluate Formula dialog box. This box is used to debug a formula by walking through the formula step-by-step.
Watch Window	This window is used to monitor the values in selected cells within a worksheet. The values are displayed in a separate window that remains visible wherever the insertion point is within the worksheet.
Calculation Group	
Calculation Options	To specify how formulas are to be calculated, click this button. By default, formulas are calculated as soon as a new value is entered into a cell that is referenced in the selected cell. The other two options are Automatic Except for Data Tables and Manual.
Calculate Now	Click this button to calculate the workbook. This is only necessary if the Manual option was selected from the Calculation Options.
Calculate Sheet	To calculate the formulas or functions in a worksheet, click this button. This is only necessary if the Manual option was selected from the Calculation Options.