


# Type a Function

In addition to using the Insert Function dialog box, the AutoSum button, or the AutoSum list arrow on the Ribbon to enter a function, you can manually type the function into a cell and then complete the arguments needed. This method requires that you know the name and initial characters of the function, but it can be faster than opening several dialog boxes. Experienced Excel users often prefer this method, but it is only an alternative, not better or more correct than any other method. Excel's Formula AutoComplete feature makes it easier to enter function names by typing, because it suggests functions depending on the first letters you type. **CASE**  You want to calculate the maximum and minimum quarterly expenses in your worksheet, and you decide to manually enter these statistical functions.

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**1. Click cell B16, type =, then type m**

Because you are manually typing this function, it is necessary to begin with the equal sign (=). The Formula AutoComplete feature displays a list of function names beginning with "M" beneath cell B16. Once you type an equal sign in a cell, each letter you type acts as a trigger to activate the Formula AutoComplete feature. This feature minimizes the amount of typing you need to do to enter a function and reduces typing and syntax errors.

**2. Click MAX in the list**

Clicking any function in the Formula AutoComplete list opens a ScreenTip next to the list that describes the function.

**3. Double-click MAX**

The function is inserted in the cell, and a ScreenTip appears beneath the cell to help you complete the formula. See **FIGURE B-6**.

**4. Select the range B4:B11, as shown in FIGURE B-7, then click the Enter button  on the formula bar**

The result, 7195.06, appears in cell B16. When you completed the entry, the closing parenthesis was automatically added to the formula.

**5. Click cell B17, type =, type m, then double-click MIN in the list of function names**

The MIN function appears in the cell.

**6. Select the range B4:B11, then press [Enter]**

The result, 1468.25, appears in cell B17.

**7. Select the range B16:B17, then drag the fill handle from cell B17 to cell E17**

The maximum and minimum values for all of the quarters appear in the selected range, as shown in **FIGURE B-8**.

**8. Save your work**

**FIGURE B-6: MAX function in progress**

13					
14	20% rise	41789.556	41352.912	51961.44	44616.396
15	Average	4353.0788	4307.595	5412.65	4647.5413
16	Maximum	=MAX(			
17	Minimum	MAX(number1, [number2], ...)			

**FIGURE B-7: Completing the MAX function**

1	Tour Expenses by Quarter, FY 2016					
2						
3		Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
4	Australia	5976.2	6073.82	7107.66	6524.19	
5	Britain	3510.99	3921.46	4337.4	4558.11	
6	Canada	4287.76	4371.98	4570.21	4100.06	
7	France	4032.1	4489.74	4579.06	4653.92	
8	Germany	5082.77	2994.56	3561.12	3712.5	
9	India	1468.25	2510.3	2665.04	2890.95	
10	Japan	3271.5	3556.14	8240.35	3721.69	
11	U.S.A.	7195.06	6542.76	8240.36	7018.91	
12	Total	34824.63	34460.76	43301.2	37180.33	
13						
14	20% rise	41789.556	41352.912	51961.44	44616.396	
15	Average	4353.0788	4307.595	5412.65	4647.5413	
16	Maximum	=MAX(B4:B11)				
17	Minimum	MAX(number1, [number2], ...)				

**FIGURE B-8: Completed MAX and MIN functions**

1	Tour Expenses by Quarter, FY 2016					
2						
3		Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
4	Australia	5976.2	6073.82	7107.66	6524.19	
5	Britain	3510.99	3921.46	4337.4	4558.11	
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15	Average	4353.0788	4307.595	5412.65	4647.5413	
16	Maximum	7195.06	6542.76	8240.36	7018.91	
17	Minimum	1468.25	2510.3	2665.04	2890.95	
18						