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INFORMATION TECHNOLOGY FOR CLASS 9

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BASIC FUNCTION OF MS-EXCEL

Basic Terms in Excel

There are two basic ways to perform calculations in Excel: **Formulas and Functions**.

1. Formulas

In Excel, a formula is an expression that operates on values in a range of cells or a cell. For example, $=A1+A2+A3$, which finds the sum of the range of values from cell A1 to cell A3.

2. Functions

Functions are predefined formulas in Excel. They eliminate laborious manual entry of formulas while giving them human-friendly names. For example: $=SUM(A1:A3)$. The function sums all the values from A1 to A3.

Five Time-saving Ways to Insert Data into Excel

When analyzing data, there are five common ways of inserting basic Excel formulas. Each strategy comes with its own advantages. Therefore, before diving further into the main formulas, we'll clarify those methods, so you can create your preferred workflow earlier on.

1. Simple insertion: Typing a formula inside the cell

Typing a formula in a cell or the formula bar is the most straightforward method of inserting basic Excel formulas. The process usually starts by typing an equal sign, followed by the name of an Excel function.

Excel is quite intelligent in that when you start typing the name of the function, a **pop-up** function hint will show. It's from this list you'll select your preference. However, don't press the Enter key. Instead, press the Tab key so that you can continue to insert other options. Otherwise, you may find yourself with an invalid name error, often as '#NAME?'. To fix it, just re-select the cell, and go to the formula bar to complete your function.

The screenshot displays an Excel spreadsheet with the following data:

USD \$000's	2014A	2015A	2019E	2020E			
Income Statement							
Revenue	150,000.0	165,000.0	576.5	265,734.2			
COGS	67,500.0	74,250.0	709.4	119,580.4			
Gross Profit	82,500.0	90,750.0	867.1	146,153.8			
SG&A	16,500.0	18,150.0	000.0	20,000.0			
EBITDA	66,000.0	72,600.0	867.1	126,153.8			
Depreciation	6,600.0	7,260.0	078.8	13,286.7			
Interest	1,000.0	1,000.0	000.0	1,000.0			
EBT	58,400.0	64,340.0	788.3	111,867.1			
Taxes	17,520.0	19,302.0	936.5	33,560.1			
Net Income	40,880.0	45,038.0	851.8	78,307.0			
Assumptions							
Revenue growth		10.0%	10.0%	10.0%	10.0%	10.0%	10.0%
COGS % of revenue	45.0%	45.0%	45.0%	45.0%	45.0%	45.0%	45.0%

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