**MOAC Lesson 5 Guided Notes**

**Software Orientation**

1. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ tab in Excel 2013, shown in Figure 5-1, provides access to a library of

formulas and functions. On this tab, you can use commands for quickly inserting \_\_\_\_\_\_\_\_\_\_\_,

inserting \_\_\_\_\_\_\_\_\_\_\_, and displaying a visual map of cells that are dependent on a formula.

**Exploring Functions**

1. What is a function?
2. You can \_\_\_\_\_\_\_\_\_\_\_ functions directly into Excel or use the tools on the \_\_\_\_\_\_\_\_\_\_\_ tab to help you fill in formulas with the correct \_\_\_\_\_\_\_\_\_\_\_\_.
3. Functions are a simplified way of entering \_\_\_\_\_\_\_\_\_\_\_\_\_\_. The parameters of a function are called \_\_\_\_\_\_\_\_\_\_\_\_\_ Each function \_\_\_\_\_\_\_\_\_\_\_ is followed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_, which let Excel know where the arguments begin and end. Arguments appear \_\_\_\_\_\_\_\_\_\_\_\_\_ the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and are performed from \_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_. Depending on the function, an argument can be a constant value, a single-cell reference, a range of cells, or even another function. If a function contains multiple arguments, the arguments are separated by \_\_\_\_\_\_\_\_\_\_\_.
4. If a function requires no argument, must it have parentheses following the name?

|  |  |  |
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| **Function** | **Description** | **Syntax** |
|  | Determines the smallest value of a given list of numbers or arguements |  |
|  | Returns a subtotal for a list |  |
|  | Returns the current date |  |
|  | Calculates the arithmetic mean, or average, for the value in a range of cells |  |
|  | Determines the payment for a loan based on the interest rate of a loan, the number of payments to be made and the loan amount |  |
|  | Analyzes an argument list to determine the highest value |  |
|  | Takes all the values in the specified cells and totals their values |  |
|  | Returns the current date and time |  |

**Displaying Dates and Times with Functions**

1. What are the two functions that display the current date and/or time in a worksheet?
2. Neither of the functions in question 7 uses \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, so you insert blank \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ after them. With NOW and TODAY, you can create \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ updated dates and times in worksheets that you frequently revisit and update.
3. Can you add, subtract, multiply, and divide using dates?
4. What does the TODAY function do?
5. Will the TODAY function update every time you change the worksheet?
6. What does the NOW function do?
7. What does the COUNT function do?
8. What does the COUNTA function do?

**Uncovering Formula Errors**

1. Formulas, because of the sometimes-complex mathematics behind them, are prone to \_\_\_\_\_\_\_\_\_\_\_ when you enter them \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The best way to resolve an error is to analyze, or audit, the error \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Excel provides for you. A warning \_\_\_\_\_\_\_\_\_\_\_ appears to the \_\_\_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_ errors, and clicking that icon provides a pop-up \_\_\_\_\_\_\_\_\_\_ with formula evaluation and formula editing commands, and access to Excel Help.
2. What are trace arrows?
3. Can you print a worksheet that shows the formulas?