To Insert a Built-In Function

1. In a worksheet, click where you want to insert a built-in function.
2. Insert a function using one of three methods:
   - If you are familiar with the function, type its name and arguments.
   - To browse for a function within a specific group, on the Functions tab, in the Functions group, click the function group button, and select the desired function from the list.
   - To search for a function from the list of all functions, press F2. The Functions dialog box opens and displays all available categories.
     Alternatively, on the Functions tab, in the Functions group, click All Functions.
     To locate a specific function within this list:
       a. Click F2 to display an alphabetical list of all functions.
       b. Start typing a search term in the Search Functions box. The function list displays relevant functions.
       c. To see the group to which the functions belongs, click F2.
       d. Click the function name to insert it into the worksheet.

Related Links
About Built-In Functions