

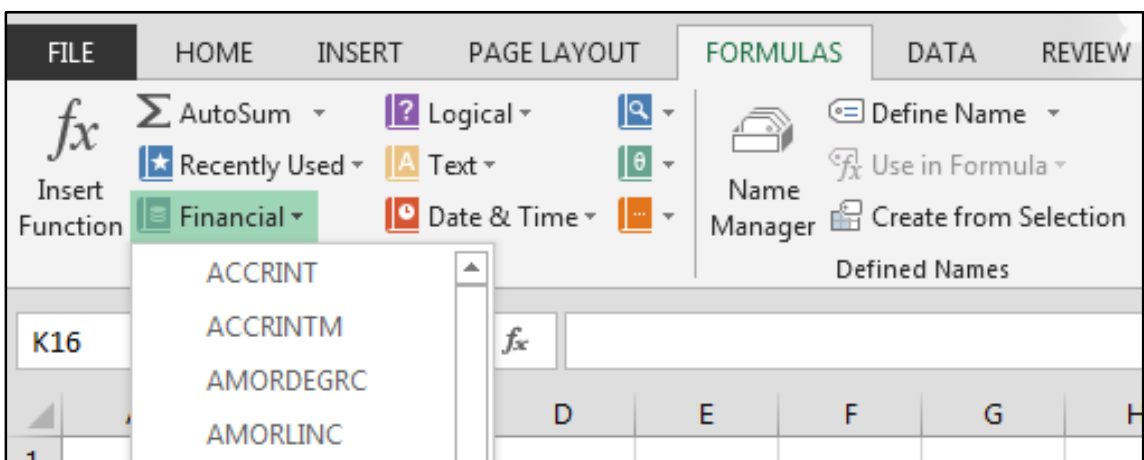
Using Formulas

Excel 2016 provides you with formulas that you can use to calculate various types of data to obtain the results without having to manually perform the calculations.

1. Select the **Formula** tab.



2. There are many types of formulas available for you to use. Select the arrow for each category to show the dropdown box with the formulas available for that category.



3. Select the name of the formula that you want to use.
4. If there are special requirements for the formula you choose, Excel will display prompts that you need to complete in order for the formula to work.