Office 2016 – Excel Basics 11
Video/Class Project #23
Excel Basics 11: Insert Function Dialog Box to Search for Functions & get help with Function Arguments
PMT & MEDIAN Functions

Goal in video # 11: Learn how to use Insert Function Dialog Box to search for functions and to get help with completing Function arguments.

Topics Covered in Video:

1) Search for function using Insert Function Dialog Box:

2) \( f_x \) button on Formula Bar, like in this picture:

   or

   i. Keyboard: Shift + F3

   ii. Insert Function Dialog Box looks like this:

   1) Type what you want to search for

   2) Click on function

   3) Read about what function does

3) You can use the Insert Function dialog box to help you determine what you should put in each argument.
i. Clicking in each argument textbox will show a description of what should go into the argument, like in this picture for the PMT Function:

![PMT Function Arguments Dialog Box]

Description of what is required for argument

ii. Excel functions:

i. PMT

   1. Determines the period payment to make when the amount is the same each period and the time between payments is the same.

ii. MEDIAN

   1. Returns the median, or the number that is in the middle of a sorted list.

5) New Keyboard Shortcut:

i. Open Function Arguments dialog box: Shift + F3