

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:

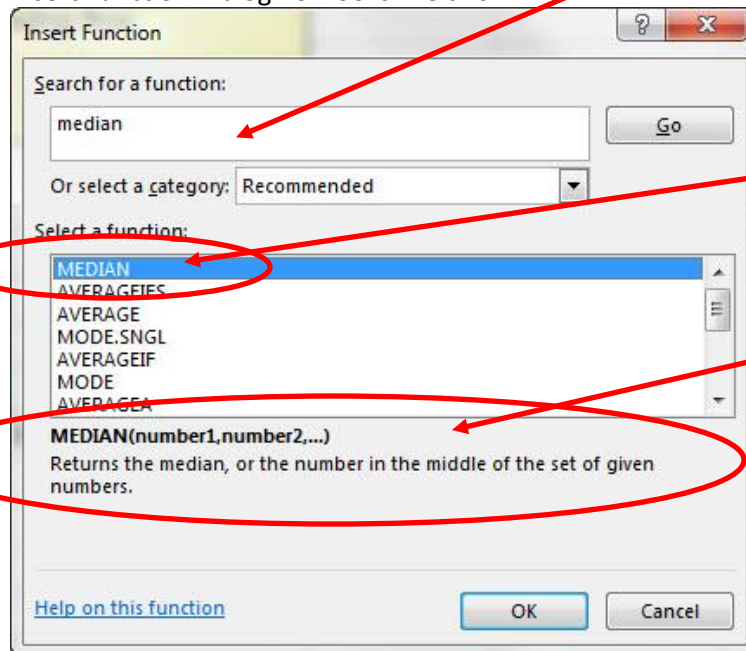
- 1) Search for function using **Insert Function Dialog Box**:
- 2) **F_x** button on Formula Bar, like in this picture:



1) Type what you want to search for

or

- i. Keyboard: Shift + F3
- ii. Insert Function Dialog Box looks like this:

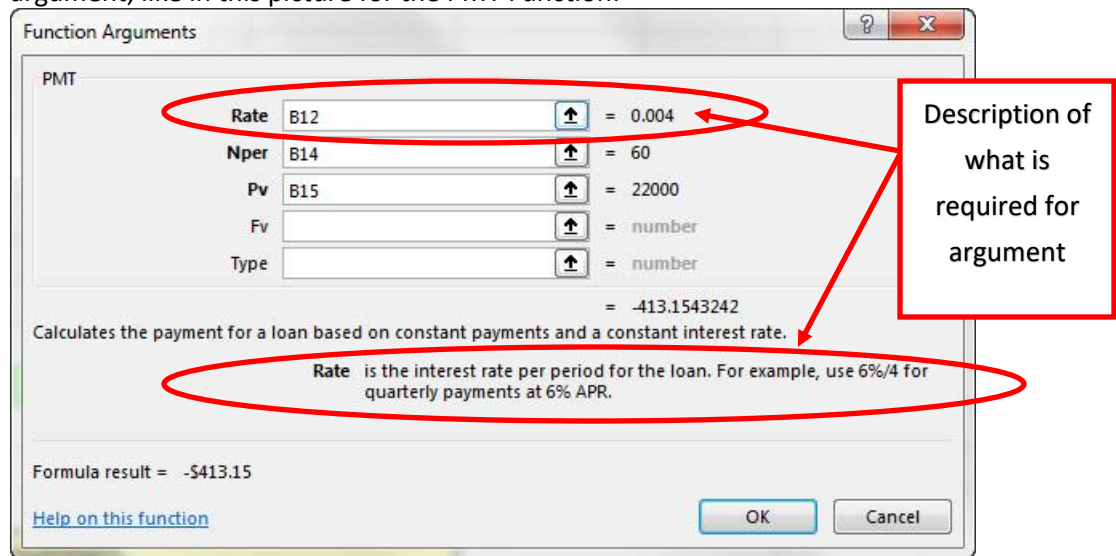


2) Click on function

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:



- ii.
- 4) 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