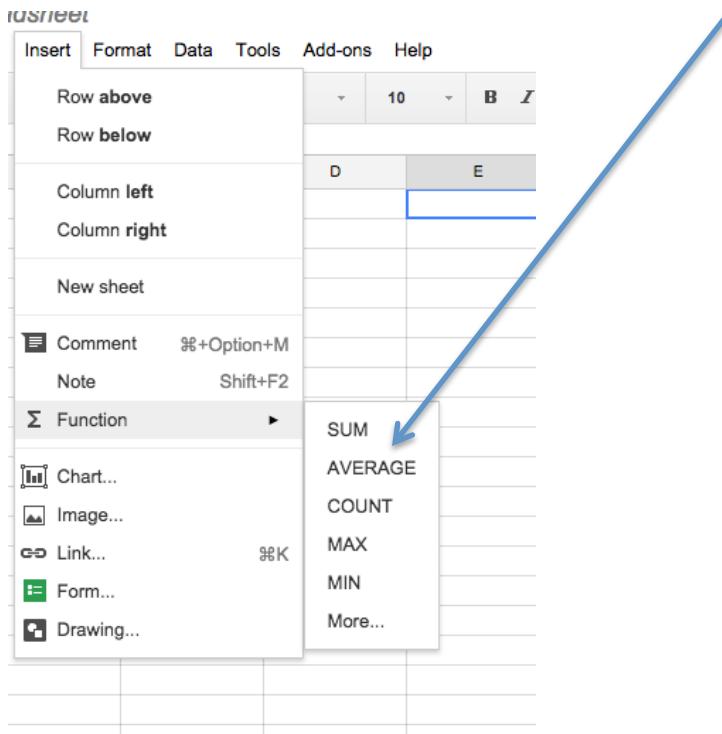# How to Insert a Formula into Google Sheets

To insert a formula:
1. Select the cell in which you want the answer to appear.
2. Go to the "insert" tab in the pull down menu.
3. Select "function" to reveal more choices.
4. Select the function you would like to use.

5. Choose the cells containing the numbers to be used in the formula.
6. To select multiple cells, hold the "command" key while selecting cells.
7. When finished selecting cells, hit "enter."