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.

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- 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."

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