

Formulae and Functions

Spreadsheets use formulae and functions all the time. You need to know how they work

- Open the **swimming lessons spreadsheet**
- At the **bottom** of the sheet go to **Sheet1** - click on the tab
This sheet reviews how formulae and functions work
- Click in all the **coloured cells** and look at the **formula bar** at the top to check the formula and functions used

Renaming a sheet:

Right click on the **Sheet1 tab** at the bottom

Rename the sheet as **Formulas**