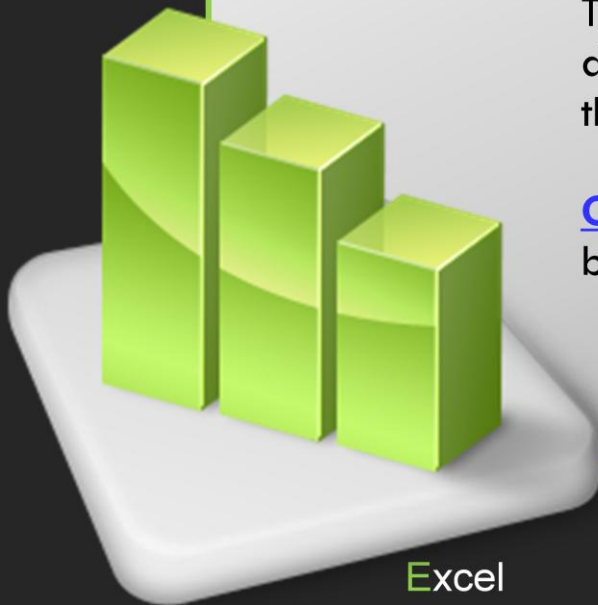


## Display a Function Cheat Sheet in the Formula Bar

Are you having difficulty entering formulas in MS Excel? Through the use of the MS Excel function, you can quickly disable tooltips and still view the arguments of a function in the formula bar or active cell.

[Click here](#) to display the function cheat sheet in the formula bar.

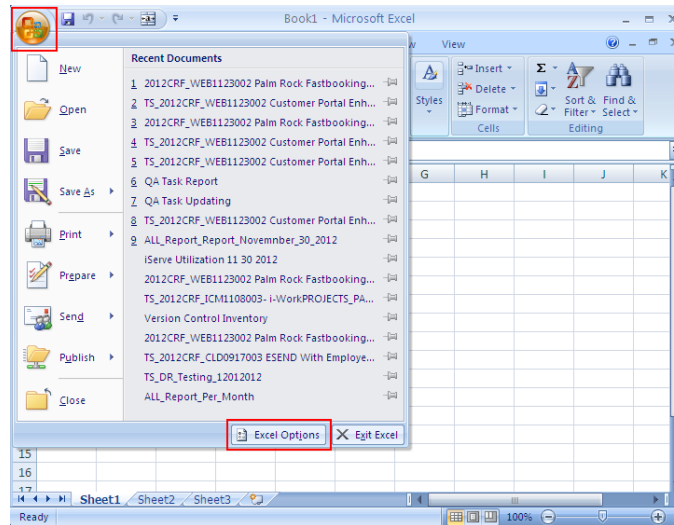


Prepared by Information Security and IT Governance Division of ICT.  
Productivl.T.y showcases tips & tricks on various office and branch applications.

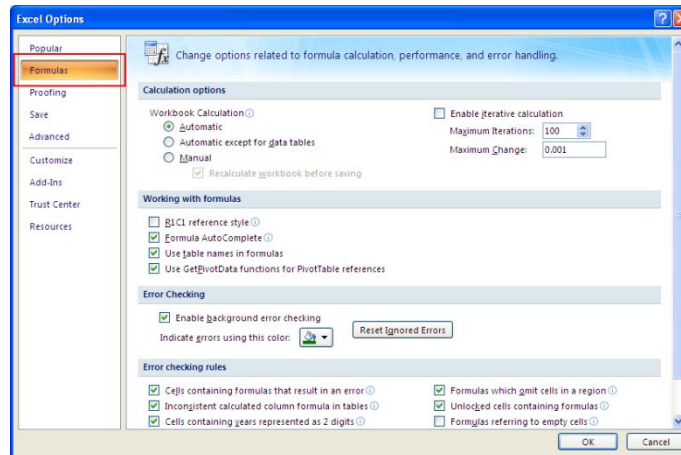
## Display a Function Cheat Sheet in the Formula Bar

### A. Turn off the function ToolTips

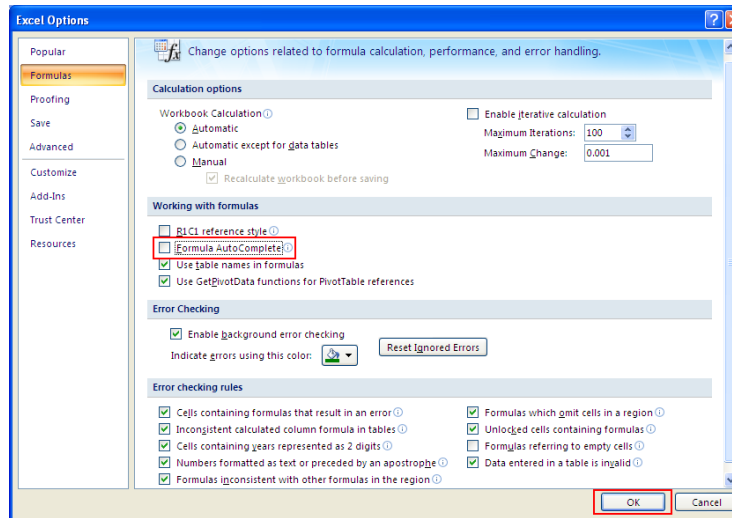
1. Launch Excel and click the Microsoft Office Button



2. Then, click on Formulas.

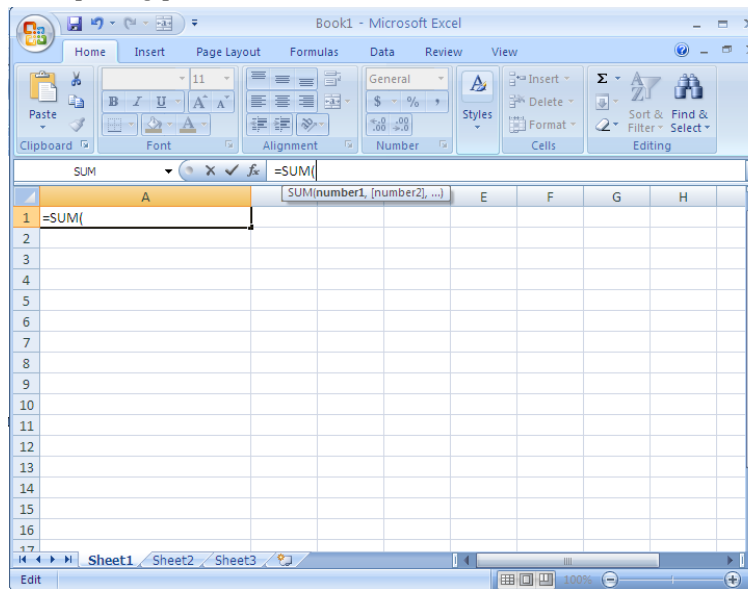


3. Deselect the Function Tooltips check box (Formula AutoComplete) in the Settings panel. Click Ok button.

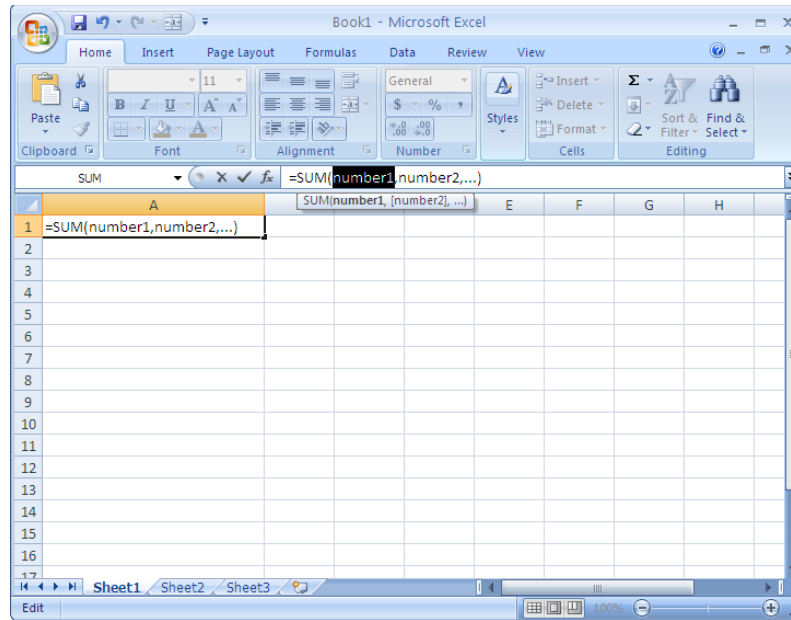


## B. Function Arguments in the Cell or Formula Bar

1. Enter the function in a cell, along with its opening parenthesis—i.e., =SUM(



2. Press [Ctrl][Shift]A to enter the arguments right within the active cell or the formula bar.



3. Replace each argument with your relevant data or cell reference.

