TYPING SIMPLE FORMULAS IN A WORKSHEET

The whole idea behind Excel is to get it to perform calculations. In order for it to do this you need to type formulas in the worksheet. Usually these formulas reference existing numbers, or even other formulas, already in the worksheet

using the cell addresses of these numbers rather than the actual value in them. Formulas must be typed beginning with an equal sign (=).

For Your Reference…

To enter a formula:

1. Click the cell pointer on the desired cell and type the formula commencing with =

2. Press , an arrow key or to confirm the data entry and to move the cell pointer to another cell Handy to Know…Operators

+ Addition

- Subtraction

* Multiplication

/ Division

Try This Yourself:

Continue using the previous file with this exercise...

- Click in cell B8 to make this the active cell Type =B3+B4+B5+B6+B7 and examine what is happening on the screen

- Press to enter the formula and move to the next cell Notice that a calculation has now been performed. We have entered a formula in B8 that says "add the values in B3, B4, B5, B6, and B7 and show themhere"…

- Ensure that C8 is the active cell, type =SUM(C3:C7) and press This is an alternative type of formula known as a "function". Again a calculation will appear in the cell…

- Click in cell B8 and notice that the formula you typed appears in the Formula Bar, while the result of the calculation appears in the worksheet

- Repeat step 5 with cell C8. Click on the File Taband select Save to save additions that have been made

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