

ENTERING FORMULAS

1. Select the target cell.
2. Type the Equal sign (=)
3. Click on the first cell reference or type the cell address.
4. Type the symbol for Add, Subtract, Multiply or Divide.
5. Repeat the above, as needed.
6. Depress Enter or click on the green arrow in the Formula/Edit bar.
Example: =C3(A5-A4)

BASIC FORMULAS

FORMULA	EXPLANATION
=A1+A6	adds A1 and A6
=A1+A2 +A3	adds the three cells
=A3-A1	subtracts A1 from A3
=B2*B3	multiplies B2 and B3
=G5/A5	divides G5 A5
=G5^2	squares G5.
=(C1+C3)/C4	adds C1 to C3, and divides the result by C4
=4*(A2+A5)+3	adds A2 and A5, multiplies by 4, adds the number3

USING AUTOFILL

1. Select cells containing data.
2. Select the AutoFill handle.
3. When the pointer displays as a small, black cross, drag to highlight the target cells.

USING AUTOSUM

1. Select the numbers and the cells that should contain the formula.
2. Click on the AutoSum icon.
3. Click on the AutoSum down arrow for additional options.

TOTALING A CELL RANGE

Click on the target cell and click Home|Editing group|Sum button.

ENTERING FUNCTIONS

1. Select the target cell.
2. Depress the Equal sign (=).
3. Type function name followed by an open parenthesis.
4. Select the target range of cells.
5. Type the closing parentheses or depress Enter.

Example: =SUM(B2:B6)

INSERTING FUNCTIONS

1. Select the Formula tab.
2. Click the Insert Function (*fx* Insert Function) button on the Ribbon.
3. Search for Function or select a category.
4. Select the target function.
5. Click OK.
6. Enter or select the target range.
7. Click OK.

THE AVERAGE FUNCTION

1. Enter necessary data.
2. Select cell where result is to display.
3. Click the Formulas tab.
4. Select More Function|Statistical from the Ribbon.
5. Click Average from the offered list.
6. Select the target list.
7. Click OK.

THE COUNT FUNCTION

This function ignores any cells containing text or that are empty.

1. Enter necessary data.
2. Select the cell where the result is to display.
3. Select Formulas tab|More Functions|Statistical.
4. Click Count from the offered list.
5. Select the target range.
6. Click OK.

THE MAX FUNCTION

1. Enter the necessary data.
2. Select the cell where the result is to display.
3. Click on the Insert Function button located on the Formula/Edit bar.
4. If the function does not display in the Select a function: box, click on the down arrow for Or select a category and select MAX.
5. Click OK.
6. Drag and select the target range.
7. Click OK.

THE COUNTA FUNCTION

This function counts all cells in a range regardless of type except those that are empty.

1. Enter necessary data.
2. Select the cell where the result is to display.
3. Select Formula tab|More Functions|Statistical.
4. Click on CountA from the offered list.
5. Select the target range.
6. Click OK.

THE MIN FUNCTION

1. Enter the necessary data.
2. Select the cell where the result is to display.
3. Click on the Insert Function button located on the Formula/Edit bar.
4. If the function does not display in the Select a function: box, click on the down arrow for Or select a category and select MAX.
5. Click OK.
6. Drag and select the target range.
7. Click OK.

TO REFERENCE A CELL IN A FORMULA

Type the cell reference or click on it.

TO CREATE A SERIES

1. Enter the necessary numbers into adjacent cells. i. e. D5 as 0 and D6 as 5.
2. Select both cells with the white cross.
3. Click on the Fill Handle and drag down to display a series of 0, 5, 10, 15 etc.

CELL ADDRESSES

Cells are referenced by addresses made from the column letter and the row number. You can find the address of a cell by looking in the Name Box.

Example: A1, B10, J5

5 BASIC RULES OF FORMULAS

1. All Formulas start with the = sign.
2. The results of a formula displays in the cell in which the formula is located.
3. Cells are references by their column and row.
4. The operators for formulas are +, -, * and / and with anything between parentheses factored first.
5. Excel is blind to upper and lower case, it sees them the same so formulas are not case sensitive.

IMPORTANT KEYBOARD SHORTCUTS

Ctrl+Z	undo
Ctrl+X	cut
Ctrl+C	copy
Ctrl+V	paste
Ctrl+ Y	redo