

Excel- Formulas and Formatting

Creating Formulas

1. Click on the cell you want the formula in.

2. Type in an equal sign. (=) All formulas begin with “=”.

3. Click the first cell you want in the formula or give its coordinates.

4. Type in an operation command. Use the cell coordinates to describe the cells you want to add together or whatever function you want performed.

5. Finish by using the enter button.

Operation	Symbol
Start Formula	=
Addition	+
Subtraction	-
Multiplication	*
Division	/
Precedence	Enclose in ()
Equal to	=
Not equal to	< >
Greater than	>
Less than	<

Entering Simple Formulas

1). Using one process:

Select a cell and type =8+4. If you hit enter the answer 12.

2). Using two operations:

Select a cell and type =4+2*3, hit enter and the result is 10. Why would you get 10? The answer is based on the **Order of Operation Precedence**. The program will automatically do multiplying and division before adding and subtracting unless you use parentheses to override the Precedence.

Example: Select a cell and type =(4+2)*3, hit enter and then you get 18.

AutoSum Toolbar button “Σ” enters formula “=sum ()

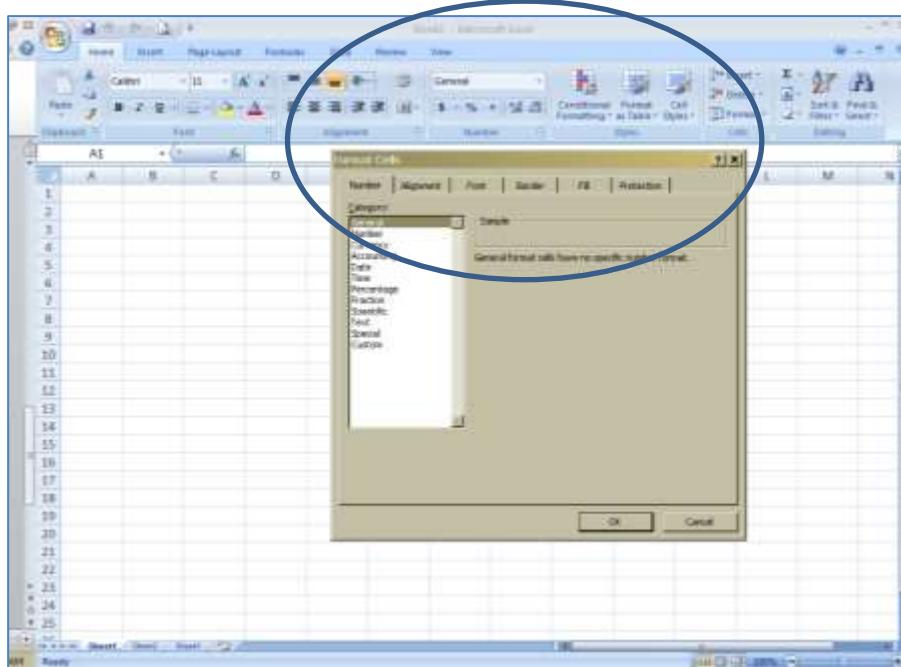
AutoFill Using the Fill handle to drag formula across or down (big square pointer turns into a +) when positioned over the lower right corner of the active cell.

Templates are useful when you want to modify an already created database instead of starting from scratch.

Open a blank Excel Spreadsheet and click on the office button, select open and view templates. They can be the ones loaded on your computer or you can go online.

Formatting- How to change the width of a column or the height of the row. There are two methods. One can change it visually or by using the exact measurement. If you want to make the column auto fit you can select that or double click between the columns.

Numeric formats are selected using format cells on the home tab.



Using the font tab of the format cells you can select all the font styles you want.

When you want to filter data apply the auto filter to the columns and then you can find the specific data you want to view and select.

An easy way to create a style and data table is using format as a table in the styles tab on the Home tab.

Can remove duplicates, use conditional formatting and convert text to columns.