

Microsoft Excel Part 3

Formula Format

All formulas have to start with =. This lets Excel know that you are going to be entering a formula, not just numbers or text. Do not put any spaces in formulas. This will invalidate the formula and you will get an error message. Enter your data first and then enter the formula. Make sure that you use the **Cell Names** in the formula, not the numbers that are inside the cells. Use the following symbols for basic calculations:

- + **for addition**
- **for subtraction**
- / **for division**
- * **for multiplication**

	A	B
1	Week 1	
2	4	
3	7	
4	20	
5	32	
6	5	
7	16	
8		
9		

Example Formula

If you wanted to add together the numbers from Column A for example, the formula would be:
=A2+A3+A4+A5+A6+A7

Functions

A function is a pre-assembled math statement, including the equal sign, any needed operators, and parentheses to contain cell references. Function arguments must be enclosed within parentheses.

To look at a list of functions, click on the **Insert** menu and choose **Function**. The left side of this box shows the different categories, and the right side shows the available functions within the selected category. When you click on a function on the right side, a brief description is given at the bottom of the box.

To insert a function from this menu, click on the function you want to use and click on **OK**. Next to **Number 1** it has selected a cell range. If this is not the cell range you want, type in the range you want. Then click on **OK**.

If you know the name of the function you want to use, you can type it yourself instead of going through the function menu. One of the most common functions is the **SUM** function. This function will add a range of numbers. If you wanted to find the sum of a range of numbers you would type:

=SUM(first cell name:last cell name)

You could also type =SUM(and then highlight the cells you want and press **Enter**.

To find the sum of the numbers in Column A in the above example using a function, you would type:

=SUM(A2:A7)

If the column or row that you want to add has a label, you can use that in your function. You would type:

=SUM(column or row label)

Following the example from above, you could type:

=SUM(Week 1)

Formulas between sheets

To make reference to cells in other sheets in formulas, type the sheet name followed by the !. For example:

=sheet1!C34

You can also type the = sign in the cell where you want the formula, then go to the sheet that has the cell you need, click in that cell and hit the **Enter** key.

Insert a Chart

Highlight the cells that you want to include in your chart. Make sure that you include any column and row labels. Click on the Chart button. There are several different types of charts that you can choose from. Select the chart you want and continue through the Chart Wizard.

Once the chart is in your spreadsheet, you can make formatting changes to it. Right click on any section of the chart and click on **Format** to make changes to how the chart looks.

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