

## Use formulas

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In this practice session, you'll work with the same household budget and do the same tasks you've seen in the lesson. You'll also try something new by totaling all the values in a row rather than in a column.


Excel needs very precise instructions, which means that formulas must be typed exactly as shown. Missing a comma or parenthesis, or misspelling a function name, will produce errors.

Before you begin



During the practice, this window will stay on top of the program you are working in. When it covers an area you need to use, move and resize it as follows:

To move this window, click the title bar of the window (as shown below) and drag it to a new location:




To resize this window, drag the resize handle  in the lower-right corner.

Set up your workspace

If your worksheet has white page margins at the top, click the **View** tab on the Ribbon, and then click **Normal** in the **Workbook Views** group to switch from Page Layout view to Normal view. (Or click the **Normal**  button on the **View** toolbar  at the bottom of the screen.)

Exercise 1: Create a formula to add

Before you work with the data that's on the worksheet, create a formula in an empty cell in column A. Click cell A2, add 183 to 39, and press ENTER to display the result. Next, click cell A2 again to see the formula in the **formula bar** .



**Here's how** Enter an equal sign (=), type **183** and the plus sign operator (+), type **39**, and then press ENTER. The answer is 222.

**Note** If the formula bar is not at the top of the worksheet, click the **View** tab on the Ribbon, and then in the **Show/Hide** group, select the **Formula Bar** check box.

### Exercise 2: Create other formulas

In column A, enter three separate formulas in three separate cells. Click in cell A3, and enter a formula to subtract 39 from 183. Click in cell A4 and enter another formula to multiply 183 by 39. Finally, click in cell A5 and enter a formula to divide 183 by 39.

**Here's how** Type, and then press ENTER, as follows: To subtract, **=183-39** (answer, 144); to multiply, **=183\*39** (answer, 7137); to divide, **=183/39** (answer, 4.692308).

**Note** The answer to the last formula may vary, depending on how many decimal places are set up in your version of Excel. If your answer is different from 4.692308, make sure cell A5 is still selected, and then, in the **Number** group on the **Home** tab, click either **Increase Decimal**  or **Decrease Decimal**  as many times as necessary to get 4.692308.


### Exercise 3: Add up a column of numbers


Now you'll work with values that already exist in the worksheet. Use **Sum** to total the January values in column D.

**Here's how** Click in cell D8, click **Sum**  in the **Editing** group on the **Home** tab, and then press ENTER. The total is 95.94.

### Exercise 4: Copy a formula

Copy the formula from cell D8 to cell E8.

**Here's how** Use the fill handle  to copy the formula in cell D8 to cell E8. The February total is 126.93.

1. Click in cell D8, and then position the mouse pointer over the lower-right corner of cell D8 until the black cross (+) appears.
2. Then drag (by holding the mouse button down) the fill handle  over cell E8. When you release the fill handle, you will see the February total 126.93 in cell E8.

Exercise 5: Add up a row of numbers

Now you'll try something new by totaling the numbers in a row rather than in a column. The procedure is the same. You just click in a different place. Use **Sum** to total the figures in row 6 (the Movies row).

**Here's how** Click in cell F6, click **Sum** in the **Editing** group on the **Home** tab, and then press ENTER. The answer is 48.00.