

## Entering Formulae into a Spreadsheet

By now, you should have all of the data you see in Screen Shot #4 typed into your spreadsheet.



Now, let's try typing in our first formula. **A formula is a command that instructs Excel to carry out a calculation.** Addition, subtraction and averaging, are all examples of formulae. This first formula will instruct Excel to calculate the total number of customers that visited your store during the week.

The screenshot shows a Microsoft Excel spreadsheet titled 'Book1'. The active cell is B9, which contains the formula '=SUM(B2:B8)'. The spreadsheet data is as follows:

	A	B	C
1	Day of the W	Customers	
2	Monday	20	
3	Tuesday	10	
4	Wednesday	30	
5	Thursday	50	
6	Friday	60	
7	Saturday	100	
8	Sunday	70	
9	Total	340	
10			

Screen Shot #5

In cell A9, type, "Total". Then press the right arrow key on your keyboard.

In cell B9, type, "=SUM(B2:B8)". Then press ENTER on your keyboard. The Customer total for the week should now appear in cell B9 just like in Screen Shot #5.

However, even though cell B9 displays the result, "340", the **formula** is actually in cell B9, not the "340".

## The Four Basic Math Operators

You'll find the four basic math operators to be very useful, so let's review them immediately.

### Addition

There are two easy ways to add up numbers.

*First*, where the numbers to be added up are in an adjacent row or column, the quickest way to sum them up would be for you to use the SUM command as follows:

=SUM(*beginning cell address:ending cell address*). Then press ENTER.

e.g. in Screen Shot #5 above, the list of Customer totals each day are in a contiguous column, therefore it is appropriate to use the SUM command, "=SUM(B2:B8)". This instructs Excel to sum up the numbers in cell B2 through cell B8.

*Second*, where the numbers to be added up are not adjacent to one another, you can use the "+" operator as follows:

= *first cell to be added + second cell to be added + third cell to be added + and so on....* Then press ENTER.

e.g. referring to the data in Screen Shot #5, if you wanted to have Excel calculate just the Tuesday and Thursday total, you would use “=B3+B5”.

### Subtraction

To subtract one cell from another, use the “-“ operator as follows:

= *first cell - second cell.* Then press ENTER.

e.g. in Screen Shot #5 above, if you wanted to know how many more customers were shopping in your store on Saturday than on Monday, you would use “=B7-B2”.

### Multiplication

To multiply one cell by another cell, use the “\*” operator as follows:

= *first cell \* second cell.* Then press ENTER.

The symbol that Excel uses to represent the multiplication operator is the asterisk (\*), which is generated by pressing SHIFT and then the number 8 on your keyboard. For those of you using a desktop computer, you'll also find the asterisk key on the far right-hand side of the keyboard in the numeric keypad area.

### Division

To divide one cell by another cell, use the “/” operator as follows:

= *first cell / second cell.* Then press ENTER.

The symbol that Excel uses to represent the division operator is the slash (/), which is generated by pressing the same key on your keyboard that the question mark (?) is on.