

Creating simple
formulas.

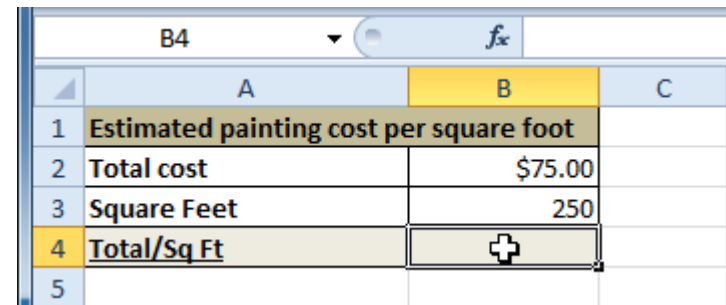
Worksheet
basics. Printing

Introduction

Excel can be used to calculate numerical information. In this lesson, you will learn how to create simple formulas in Excel to add, subtract, multiply, and divide values in a workbook. You'll also learn the various ways you can use cell references to make working with formulas easier and more efficient.

Creating simple formulas

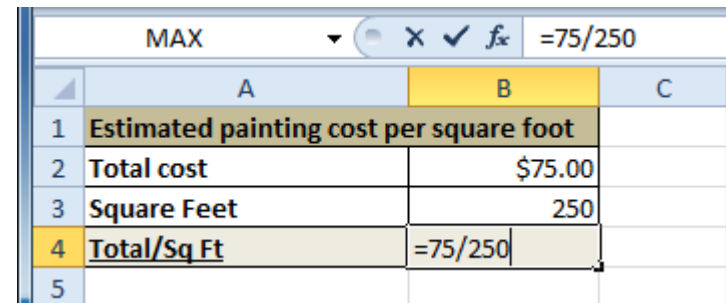
1. Select the cell where the answer will appear (**B4**, for example).
2. Type the **equals sign (=)**.
3. Type in the formula you want Excel to calculate (**75/250**, for example).
4. Press **Enter**. The formula will be calculated, and the value will be displayed in the cell.



The screenshot shows an Excel spreadsheet with the following data:

	A	B	C
1	Estimated painting cost per square foot		
2	Total cost	\$75.00	
3	Square Feet	250	
4	Total/Sq Ft		
5			

Cell B4 is selected, and the formula bar shows the equals sign (=) and a cursor, indicating the start of formula entry.



The screenshot shows the same Excel spreadsheet as above, but now the formula has been entered and calculated. The formula bar shows the formula `=75/250` and the result `0.3`.

	A	B	C
1	Estimated painting cost per square foot		
2	Total cost	\$75.00	
3	Square Feet	250	
4	Total/Sq Ft	0.3	
5			

Creating formulas with cell references

1. Select the cell where the answer will appear (**B3**, for example).
2. Type the **equals sign (=)**.
3. Type the cell address that contains the first number in the equation (**B1**, for example).
4. Type the operator you need for your formula. For example, type the **addition sign (+)**.
5. Type the cell address that contains the second number in the equation (**B2**, for example).
6. Press **Enter**. The formula will be calculated, and the value will be displayed in the cell.

	A	B	C	D	E	F	G
1	Budget for June	\$ 400.00					
2	Budget for July	\$ 200.00					
3	Total Budget	\$ 600.00					
4							
5							
6							
7							
8							
9							
10							
11							

Changed B2 value from \$300.00 to \$200.00

Since B3 contains the formula =B1+B2, the value in B3 is automatically recalculated to equal \$600.00

Creating a formula using the point-and-click method

1. Select the cell where the answer will appear (**B4**, for example).
2. Type the **equals sign (=)**.
3. Click the **first cell** to be included in the formula (**A3**, for example).
4. Type the operator you need for the formula. For example, type the **multiplication sign (*)**.
5. Click the **next cell** in the formula (**B3**, for example).
6. Press **Enter**. The formula will be calculated, and the value will be displayed in the cell.

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D
1	Hardwood Floor Repair			
2	Hours	Rate		
3	3.4	\$ 25.00		
4	Total	=A3*B3		
5				

The formula bar at the top shows 'SUM' and '=A3*B3'. A dashed box highlights cell B3, which contains '\$ 25.00'.

The screenshot shows the same Excel spreadsheet after calculation. The formula bar now shows 'B4' and '=A3*B3'. Cell B4 now displays the calculated result '\$ 85.00'.

	A	B	C	D
1	Hardwood Floor Repair			
2	Hours	Rate		
3	3.4	\$ 25.00		
4	Total	\$ 85.00		
5				

How to edit a formula

1. Click the cell you want to edit.
2. Insert the cursor in the formula bar, and edit the formula as desired. You can also double-click the cell to view and edit the formula directly from the cell.
3. When you're done, press Enter or select the Enter command.
4. The new value will be displayed in the cell.

ling Wish List

	D	E	F	G
ling Wish List				
Cost				
	Budget for June		\$ 400.00	
	Budget for July		\$ 300.00	
	Total Budget		=F2+F4	

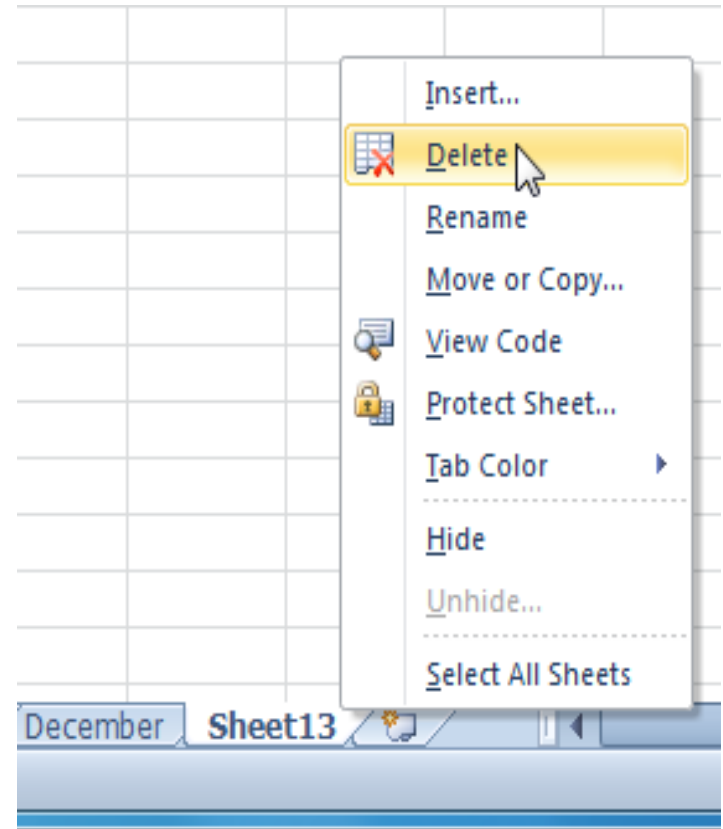
Edit a formula from the formula bar or cell. To edit from the cell, double-click cell to view formula.

fx =F3+F4

	E	F	G
List			
	Budget for June	\$ 400.00	
	Budget for July	\$ 300.00	
	Total Budget	\$ 700.00	

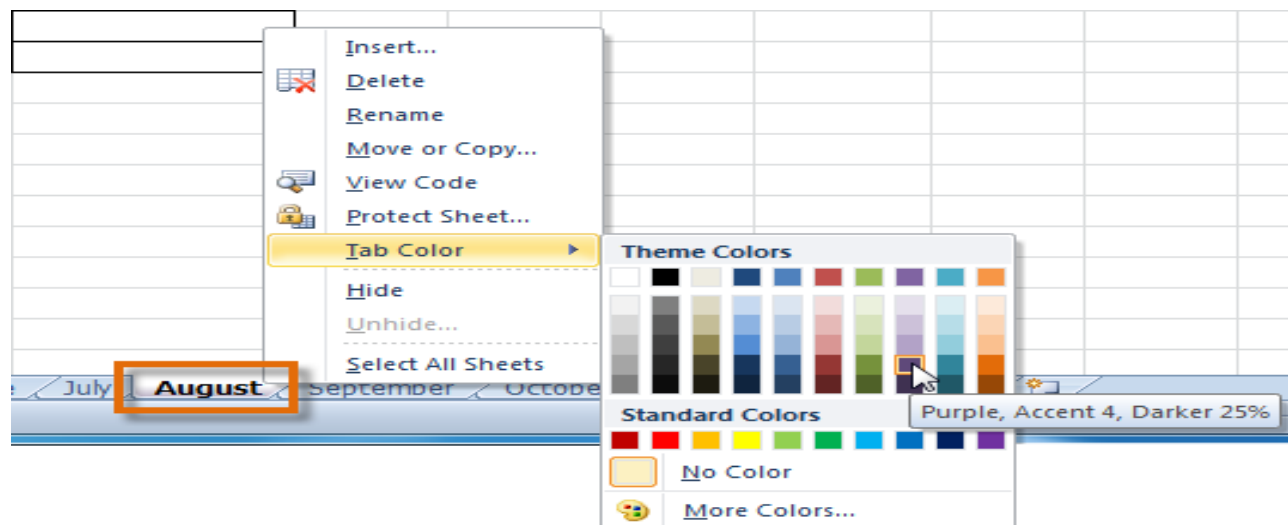
Worksheets

1. Select the worksheets you want to delete.
2. Right-click one of the selected worksheets.
The **worksheet** menu appears.
3. Select **Delete**. The selected worksheets will be deleted from your workbook.



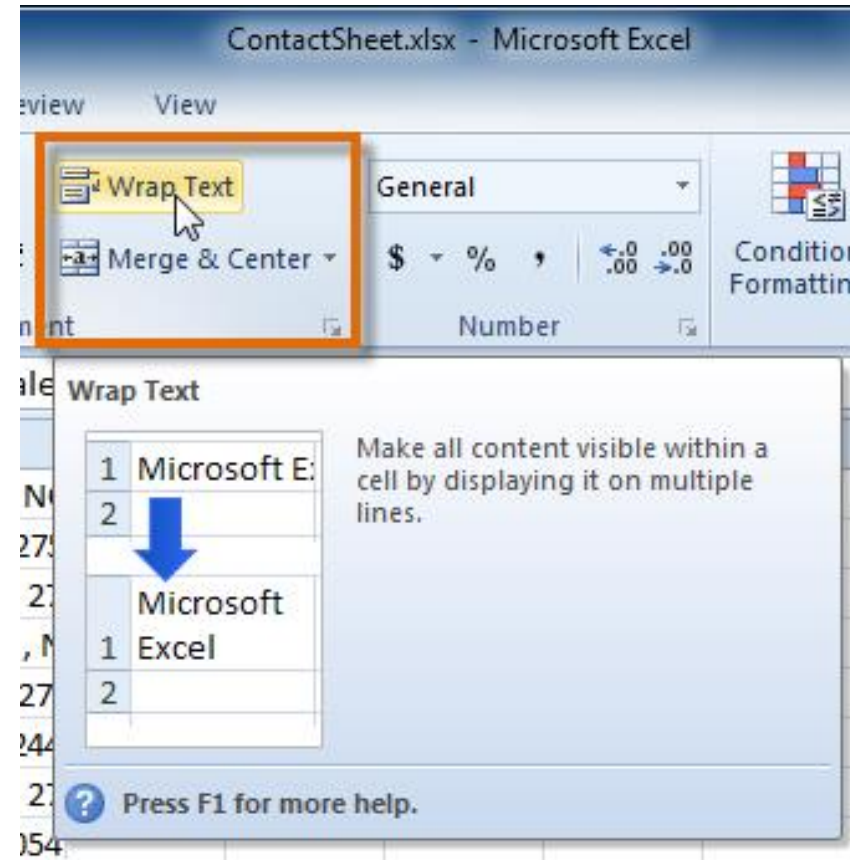
Coloring code worksheet tabs

1. You can color worksheet tabs to help organize your worksheets and make your workbook easier to navigate.
2. Right-click the worksheet tab you want to color. The **worksheet** menu appears.
3. Select **Tab Color**. The **color** menu appears.
4. Select the color you want to change your tab.



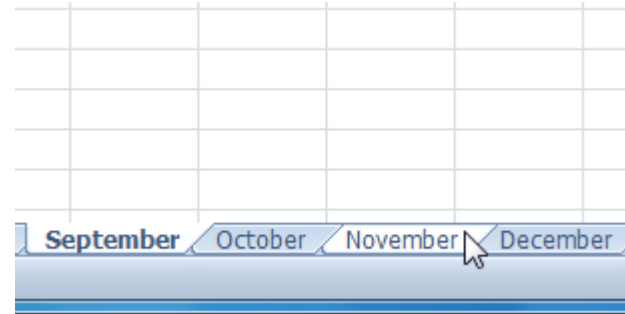
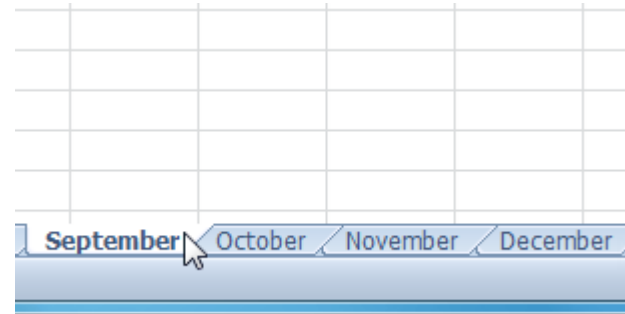
Wrapping text and merging cells

1. Select the cells with text that you want to wrap.
2. Select the **Wrap Text** command on the **Home** tab.
3. The text in the selected cells will be wrapped in your worksheet.



Grouping worksheets

1. Select the **first worksheet** you want in the group.
2. **Press and hold the Ctrl key** on your keyboard.
3. Select the **next worksheet** you want in the group. Continue to select worksheets until all of the worksheets you want to group are selected.
4. **Release the Ctrl key.** The worksheets are now grouped. The worksheet tabs appear white for grouped worksheets.



Printing

In previous versions of Excel, there was a **Print Preview** option that allowed you to preview and modify a workbook before printing. You may have noticed that this feature seems to be gone in Excel 2010. It actually has not disappeared; it has just been combined with the **Print** window to create the **Print pane**, which is located in **Backstage view**.

Printing

SalesRecord - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

Save
Save As
Open
Close

Info

Recent

New

Print

Save & Send

Help

Options

Exit

Print

Copies: 1

Printer

Lexmark X422
Ready

[Printer Properties](#)

Settings

Print Active Sheets
Only print the active sheets

Pages: to

Print One Sided
Only print on one side of th...

Collated
1,2,3 1,2,3 1,2,3

Portrait Orientation

Letter
8.5" x 11"

Normal Margins
Left: 0.7" Right: 0.7"

No Scaling
Print sheets at their actual s...

[Page Setup](#)

Employee Name	January	February	March	April
Allison, Carol	\$ 8,897.00	\$ 2,396.00	\$ 9,348.00	\$ 2,228.00
Allman, Zoy	\$ 866.00	\$ 6,210.00	\$ 8,994.00	\$ 248.00
Aurilio, Pao	\$ 8,889.00	\$ 9,389.00	\$ 2,800.00	\$ 3,609.00
Aurilio, Vig	\$ 8,789.00	\$ 9,258.00	\$ 698.00	\$ 7,087.00
Bergman, Jeffrey	\$ 3,928.00	\$ 8,889.00	\$ 877.00	\$ 8,299.00
Bolman, William	\$ 4,108.00	\$ 7,172.00	\$ 8,994.00	\$ 2,132.00
Carlson, David	\$ 8,920.00	\$ 388.00	\$ 9,948.00	\$ 4,084.00
Carlson, Peter	\$ 2,847.00	\$ 2,886.00	\$ 2,894.00	\$ 4,338.00
Cheney, Marjan	\$ 7,928.00	\$ 2,812.00	\$ 4,128.00	\$ 8,881.00
Collin, Bevil	\$ 8,083.00	\$ 599.00	\$ 3,921.00	\$ 8,899.00
Collman, Mary	\$ 3,019.00	\$ 4,373.00	\$ 608.00	\$ 3,218.00
Covino, Elizabeth	\$ 8,518.00	\$ 1,112.00	\$ 2,838.00	\$ 7,888.00
Cunningham, Eliza	\$ 8,130.00	\$ 9,199.00	\$ 8,861.00	\$ 3,689.00
David, Ofec	\$ 3,009.00	\$ 3,582.00	\$ 708.00	\$ 3,198.00
Davis, Leunite	\$ 3,081.00	\$ 4,883.00	\$ 8,474.00	\$ 8,917.00
Danzon, Frohman	\$ 182.00	\$ 7,807.00	\$ 2,248.00	\$ 3,680.00
Doc, John	\$ 882.00	\$ 9,442.00	\$ 2,224.00	\$ 1,988.00
Emory, Alfion	\$ 3,848.00	\$ 2,778.00	\$ 3,838.00	\$ 4,509.00
Fermor, Kim	\$ 7,092.00	\$ 6,285.00	\$ 9,238.00	\$ 5,108.00
Ferguson, Elizabeth	\$ 725.00	\$ 899.00	\$ 7,280.00	\$ 8,992.00
Ford, Victor	\$ 4,287.00	\$ 8,590.00	\$ 597.00	\$ 8,110.00
Harris, Barbara	\$ 1,061.00	\$ 6,289.00	\$ 1,288.00	\$ 2,023.00
Harris, Eric	\$ 8,584.00	\$ 9,278.00	\$ 8,882.00	\$ 388.00
Harris, Woodfield	\$ 7,888.00	\$ 3,844.00	\$ 9,204.00	\$ 7,291.00
Hodggs, Nicolas	\$ 8,788.00	\$ 7,821.00	\$ 3,488.00	\$ 6,018.00
Hopkins, Emmanuel	\$ 4,988.00	\$ 6,430.00	\$ 7,882.00	\$ 4,878.00
Ike, Brimfield	\$ 4,822.00	\$ 4,438.00	\$ 3,188.00	\$ 6,288.00
Jackson, Robinson	\$ 3,880.00	\$ 9,848.00	\$ 9,288.00	\$ 3,888.00
Jackson, Rodger	\$ 9,778.00	\$ 7,582.00	\$ 3,378.00	\$ 4,588.00
Jenkins, Robert	\$ 6,477.00	\$ 827.00	\$ 7,908.00	\$ 3,204.00
Joy, Riondra	\$ 1,781.00	\$ 2,978.00	\$ 2,422.00	\$ 7,217.00
Kellerman, Frances	\$ 9,925.00	\$ 6,383.00	\$ 7,898.00	\$ 3,523.00
Kirby, Badio	\$ 981.00	\$ 4,483.00	\$ 2,288.00	\$ 2,884.00
Kurtis, Bolch	\$ 1,597.00	\$ 2,978.00	\$ 2,407.00	\$ 8,978.00
Lakshmin, Leggs	\$ 4,184.00	\$ 6,388.00	\$ 8,123.00	\$ 7,897.00
Lesalle, Wally	\$ 8,882.00	\$ 4,483.00	\$ 7,488.00	\$ 1,288.00
Manning, Julie	\$ 8,840.00	\$ 4,048.00	\$ 9,832.00	\$ 7,808.00
Mark, Jude	\$ 8,818.00	\$ 8,483.00	\$ 2,488.00	\$ 5,118.00
Mark, TadPiano	\$ 4,348.00	\$ 8,938.00	\$ 9,598.00	\$ 8,893.00
Morgan, Thomas	\$ 1,812.00	\$ 8,788.00	\$ 9,298.00	\$ 3,244.00
Moss, Peter	\$ 7,120.00	\$ 888.00	\$ 2,822.00	\$ 2,778.00
Palmer, Betty	\$ 4,087.00	\$ 8,899.00	\$ 4,928.00	\$ 808.00
Robinson, Betty	\$ 7,788.00	\$ 7,288.00	\$ 7,818.00	\$ 2,410.00
Shelton, Elizabeth	\$ 8,888.00	\$ 8,899.00	\$ 1,808.00	\$ 2,922.00
Smart, Jennie	\$ 3,078.00	\$ 4,078.00	\$ 1,240.00	\$ 3,248.00
Smith, Harold	\$ 4,890.00	\$ 8,978.00	\$ 1,882.00	\$ 9,078.00

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Changing page orientation

1. Click the File tab.
2. Select Print to access the Print pane.
3. Select either Portrait Orientation or Landscape Orientation from the orientation drop-down menu.
4. Orientation drop-down menu
5. Your page orientation is changed.

