

EXCEL FORMULAS

AutoSum

Simply by selecting 2 or more cells, the average, count and sum will appear in the bottom bar on the right side.

22
33

Average: 27.5 Count: 2 Sum: 55

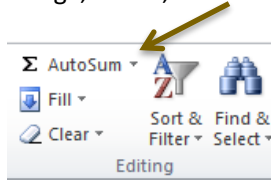
If the selected cells are not numbers, only the count will be displayed.

Brazil
Italy

Count: 2

For the result to appear in your workbook, highlight the cells and click AutoSum for these choices:

Sum, Average, Count, Maximum and Minimum



- The formula will be added to your worksheet. This is a good way to review formulas
- Auto Sum is on the Home tab ribbon.

Simple Calculations

Excel formulas begin with an equal sign. Below are examples for quick calculations.

To solve	Excel formula	Add or Subtract Days
$4 + 2 =$	$=4+2$	<u>From a Date</u>
$4 - 2 =$	$=4-2$	Use this formula to add 7 days to March 5th.
$4 \times 2 =$	$=4*2$	
$4 \div 2 =$	$=4/2$	
One may use cell addresses and follow the same pattern.		
To add the values in cells A2 and A3, $=A2+A3$		
subtract	$=A2-A3$	
multiply	$=A2*A3$	
divide	$=A2/A3$	

	A		A
1	5-Mar	1	5-Mar
2	$=A1+7$	2	12-Mar

If this does not work, format cells as **Date** from the Format Cells Dialog Box.

Select cells ->
Rt click ->
Choose Format Cells
Choose a **Date** format

SUM Function

To sum all of the numbers in the range from C3 to C6, type $=SUM(C3:C6)$

This will sum the numbers in cells C3, C4, C5 and C6

$=SUM(C3:C5,A4:C4,J6)$

This SUM function has 3 arguments separated by commas.

This function will sum cells C3, C4, C5, A4, B4, C4, J6

Copying Cells

Copying on the same sheet: To copy C2 to M2, select M2 and type $=C2$

Any changes made to C2 will be reflected in M2

Copying From another worksheet: To copy the cell H2 from the **Accounts** worksheet to the **Totals** worksheet, select the cell on the **Totals** worksheet where you want the information copied. Type $=Accounts!H2$

If there is a blank space in the tab name, it must be surrounded by quotes. $='My Acct'!H2$

Sheet name ! cell address

Shortcut: Place = sign where you want the cell to be copied to, then navigate and select the cell to be copied. Press Enter.

Notes
