

MICROSOFT EXCEL FORMULAS

ENTERING EXCEL FORMULAE AND FORMATTING DATA

Lesson 1 familiarized you with the Excel window, taught you how to move around the window, and how to enter data. A major strength of Excel is that you can perform mathematical calculations and format your data. In this lesson, you learn how to perform basic mathematical calculations and how to format text and numerical data. To start this lesson, open Excel.

Set the Enter Key Direction

In Microsoft Excel, you can specify the direction the cursor moves when you press the Enter key. In the exercises that follow, the cursor must move down one cell when you press Enter. You can use the Direction box in the Excel Options pane to set the cursor to move up, down, left, right, or not at all. Perform the steps that follow to set the cursor to move down when you press the Enter key:

- Click the Microsoft Office button. A menu appears.
- Click Excel Options in the lower-right corner. The Excel Options pane appears.
- Click Advanced.
- If the check box next to After Pressing Enter Move Selection is not checked, click the box to check it.
- If Down does not appear in the Direction box, click the down arrow next to the Direction box and then click Down.
- Click OK. Excel sets the Enter direction to down.

Perform Mathematical Calculations

In Microsoft Excel, you can enter numbers and mathematical formulas into cells. Whether you enter a number or a formula, you can reference the cell when you perform mathematical calculations such as addition, subtraction, multiplication, or division. When entering a mathematical formula, precede the formula with an equal sign. Use the following to indicate the type of calculation you wish to perform:

+ Addition

- Subtraction

* Multiplication

/ Division

^ Exponential

- Type Add in cell A1.
- Press Enter. Excel moves down one cell.
- Type 1 in cell A2.

- Press Enter. Excel moves down one cell.
- Type 1 in cell A3.
- Press Enter. Excel moves down one cell.
- Type =A2+A3 in cell A4.
- Click the check mark on the Formula bar. Excel adds cell A1 to cell A2 and displays the result in cell A4. The formula displays on the Formula bar.

Note: Clicking the check mark on the Formula bar is similar to pressing Enter. Excel records your entry but does not move to the next cell.

Subtraction

- Press F5. The Go To dialog box appears.
- Type B1 in the Reference field.
- Press Enter. Excel moves to cell B1.
- Type Subtract.
- Press Enter. Excel moves down one cell.
- Type 6 in cell B2.
- Press Enter. Excel moves down one cell.
- Type 3 in cell B3.
- Press Enter. Excel moves down one cell.
- Type =B2-B3 in cell B4.
- Click the check mark on the Formula bar. Excel subtracts cell B3 from cell B2 and the result displays in cell B4. The formula displays on the Formula bar.

Multiplication

- Hold down the Ctrl key while you press "g" (Ctrl+g). The Go To dialog box appears.
- Type C1 in the Reference field.
- Press Enter. Excel moves to cell C1.
- Type Multiply.
- Press Enter. Excel moves down one cell.
- Type 2 in cell C2.
- Press Enter. Excel moves down one cell.
- Type 3 in cell C3.
- Press Enter. Excel moves down one cell.
- Type =C2*C3 in cell C4.
- Click the check mark on the Formula bar. Excel multiplies C1 by cell C2 and displays the result in cell C3. The formula displays on the Formula bar.

Division

- Press F5.
- Type D1 in the Reference field.
- Press Enter. Excel moves to cell D1.
- Type Divide.
- Press Enter. Excel moves down one cell.



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Table of Contents Microsoft Excel Formulas Speedy Publishing

1. Understanding the eBook Microsoft Excel Formulas Speedy Publishing
 - The Rise of Digital Reading Microsoft Excel Formulas Speedy Publishing
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Excel Formulas Speedy Publishing
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Excel Formulas Speedy Publishing
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Excel Formulas Speedy Publishing
 - Personalized Recommendations
 - Microsoft Excel Formulas Speedy Publishing User Reviews and Ratings

- Microsoft Excel Formulas Speedy Publishing and Bestseller Lists
- 5. Accessing Microsoft Excel Formulas Speedy Publishing Free and Paid eBooks
 - Microsoft Excel Formulas Speedy Publishing Public Domain eBooks
 - Microsoft Excel Formulas Speedy Publishing eBook Subscription Services
 - Microsoft Excel Formulas Speedy Publishing Budget-Friendly Options
- 6. Navigating Microsoft Excel Formulas Speedy Publishing eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft Excel Formulas Speedy Publishing Compatibility with Devices
 - Microsoft Excel Formulas Speedy Publishing Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Excel Formulas Speedy Publishing
 - Highlighting and Note-Taking Microsoft Excel Formulas Speedy Publishing
 - Interactive Elements Microsoft Excel Formulas Speedy Publishing
- 8. Staying Engaged with Microsoft Excel Formulas Speedy Publishing
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Excel Formulas Speedy Publishing
- 9. Balancing eBooks and Physical Books Microsoft Excel Formulas Speedy Publishing
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Excel Formulas Speedy Publishing
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Excel Formulas Speedy Publishing
 - Setting Reading Goals Microsoft Excel Formulas Speedy Publishing
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Excel Formulas Speedy Publishing
 - Fact-Checking eBook Content of Microsoft Excel Formulas Speedy Publishing
 - Distinguishing Credible Sources

13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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