

ENTERING EXCEL FORMULAS 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
- ¹ 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 A3. 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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Office 2010 Visual Quick Tips Sherry Kinkoph Gunter, 2011-02-16

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