



Create a simple formula

Chapter 3

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Define and use names in formulas



Name a cell

1. Select a cell.
2. In the **Name** Box, type a name.



3. Press Enter.

To reference this value in another table, type the equal sign (=) and the **Name**, then select Enter.

Source: <https://support.microsoft.com/en-us/excel>

Define names from a selected range

1. Select the range you want to name, including the row or column labels.
2. Select **Formulas > Create from Selection**.
3. In the **Create Names from Selection** dialog box, designate the location that contains the labels by selecting the **Top row**, **Left column**, **Bottom row**, or **Right column** check box.
4. Select **OK**.

Excel names the cells based on the labels in the range you designated.

Source: <https://support.microsoft.com/en-us/excel>

Use names in formulas

1. Select a cell and enter a formula.
2. Place the cursor where you want to use the name in that formula.
3. Type the first letter of the name, and select the name from the list that appears.

Or, select **Formulas > Use in Formula** and select the name you want to use.

4. Press Enter.

Manage names in your workbook with Name Manager

1. On the ribbon, go to **Formulas > Name Manager**. You can then create, edit, delete, and find all the names used in the workbook.

Source: <https://support.microsoft.com/en-us/excel>

Create a simple formula



You can create a simple formula to add, subtract, multiply or divide values in your worksheet. Simple formulas always start with an equal sign (=), followed by constants that are numeric values and calculation operators such as plus (+), minus (-), asterisk(*), or forward slash (/) signs.

Let's take an example of a simple formula.

1. On the worksheet, click the cell in which you want to enter the formula.
2. Type the = (equal sign) followed by the constants and operators (up to 8192 characters) that you want to use in the calculation.

For our example, type **=1+1**.

Notes:

- Instead of typing the constants into your formula, you can select the cells that contain the values that you want to use and enter the operators in between selecting cells.
- Following the standard order of mathematical operations, multiplication and division is performed before addition and subtraction.

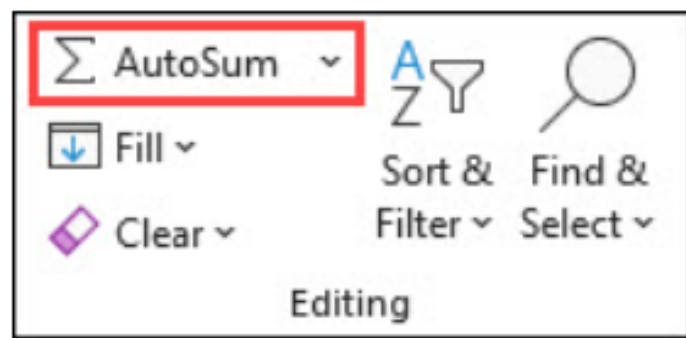
3. Press **Enter** (Windows) or **Return** (Mac).

Let's take another variation of a simple formula. Type **=5+2*3** in another cell and press **Enter** or **Return**. Excel multiplies the last two numbers and adds the first number to the result.

Source: <https://support.microsoft.com/en-us/excel>

Use AutoSum

You can use AutoSum to quickly sum a column or row of numbers. Select a cell next to the numbers you want to sum, click **AutoSum** on the **Home** tab, press **Enter** (Windows) or **Return** (Mac), and that's it!



When you click **AutoSum**, Excel automatically enters a formula (that uses the [SUM function](#)) to sum the numbers.

Note: You can also type ALT+= (Windows) or ALT+⌘+= (Mac) into a cell, and Excel automatically inserts the SUM function.

Here's an example. To add the January numbers in this Entertainment budget, select cell B7, the cell immediately below the column of numbers. Then click **AutoSum**. A formula appears in cell B7, and Excel highlights the cells you're totaling.

	A	B	C	D
1		Jan	Feb	
2	Entertainment			
3	Cable TV	52.98	52.98	
4	Video Rentals	7.98	11.97	
5	Movies	16.00	32.00	
6	CDs	18.99	29.99	
7	Totals	=SUM(B3:B6)		
8				

Source: <https://support.microsoft.com/en-us/excel>

Press Enter to display the result (95.94) in cell B7. You can also see the formula in the formula bar at the top of the Excel window.

	A	B	C	D
1		Jan	Feb	
2	Entertainment			
3	Cable TV	52.98	52.98	
4	Video Rentals	7.98	11.97	
5	Movies	16.00	32.00	
6	CDs	18.99	29.99	
7	Totals	95.95		
8				

Notes:

- To sum a column of numbers, select the cell immediately below the last number in the column. To sum a row of numbers, select the cell immediately to the right.
- Once you create a formula, you can copy it to other cells instead of typing it over and over. For example, if you copy the formula in cell B7 to cell C7, the formula in C7 automatically adjusts to the new location, and calculates the numbers in C3:C6.
- You can also use AutoSum on more than one cell at a time. For example, you could highlight both cell B7 and C7, click **AutoSum**, and total both columns at the same time.

Source: <https://support.microsoft.com/en-us/excel>

Move a Formula



Move a formula

1. Select the cell that contains the formula that you want to move.
2. In the **Clipboard** group of the **Home** tab, click **Cut**.


You can also move formulas by dragging the border of the selected cell to the upper-left cell of the paste area. This will replace any existing data.

3. Do one of the following:
 - **To paste the formula and any formatting:** In the **Clipboard** group of the **Home** tab, click **Paste**.
 - **To paste the formula only:** In the **Clipboard** group of the **Home** tab, click **Paste**, click **Paste Special**, and then click **Formulas**.

Copy a formula

1. Select the cell containing the formula that you want to copy.
2. In the **Clipboard** group of the **Home** tab, click **Copy**.
3. Do one of the following:
 - To paste the formula and any formatting, in the **Clipboard** group of the **Home** tab, click **Paste**.
 - To paste the formula only, in the **Clipboard** group of the **Home** tab, click **Paste**, click **Paste Special**, and then click **Formulas**.

Note: You can paste only the formula results. In the **Clipboard** group of the **Home** tab, click **Paste**, click **Paste Special**, and then click **Values**.

4. Verify that the cell references in the formula produce the result that you want. If necessary, switch the type of reference by doing the following:
5.
 - a. Select the cell that contains the formula.
 - b. In the formula bar , select the reference that you want to change.
 - c. Press F4 to switch between the combinations.

The table summarizes how a reference type will update if a formula containing the reference is copied two cells down and two cells to the right.

Source: <https://support.microsoft.com/en-us/excel>

For a formula being copied:

If the reference is:

It changes to:

	A	B	C
1			
2			
3			

\$A\$1 (absolute column and absolute row)

\$A\$1

A\$1 (relative column and absolute row)


C\$1

\$A1 (absolute column and relative row)

\$A3

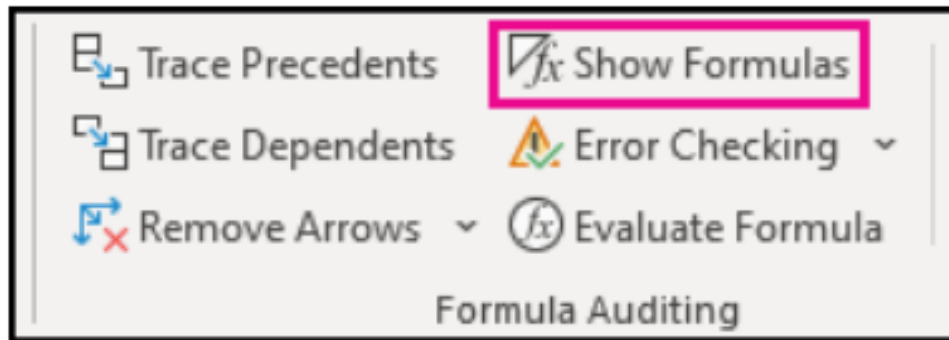
A1 (relative column and relative row)

C3

Note: You can also copy formulas into adjacent cells by using the fill handle . After verifying that the cell references in the formula produce the result that you want in step 4, select the cell that contains the copied formula, and then drag the fill handle over the range that you want to fill.

Display or hide formulas

Switch between displaying formulas and their results from the ribbon



Click on Formulas and then click on Show Formulas to switch between displaying formulas and results.

Source: <https://support.microsoft.com/en-us/excel>

Thank you