

A formula is an instruction to perform a mathematical calculation. (A+B=C)

**Example of a formula**

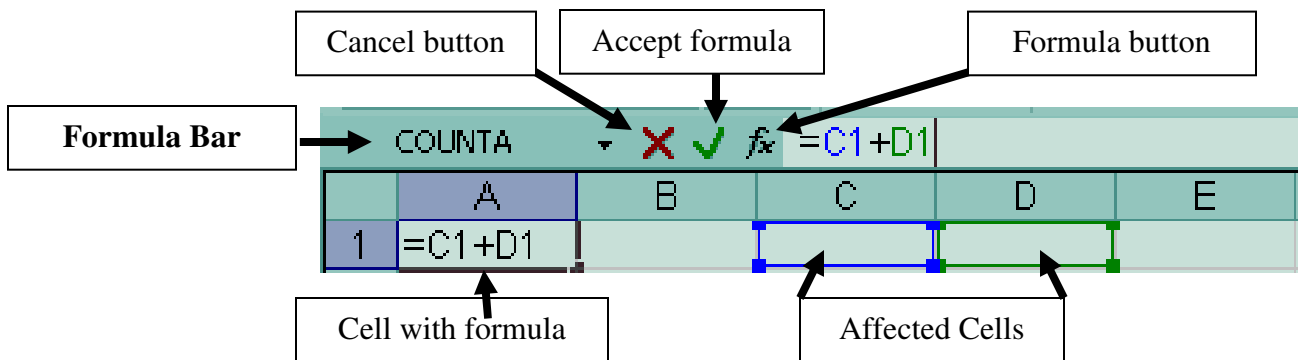
The example below shows the discount price being subtracted from the list price.

**Example:** To get the sale price, the formula should be something like this

	A	B	C	D
	Sold	List Price	Discount	Sale Price
1				
2	12	\$550.00	\$75.00	\$475.00

**To enter a formula**

1. Click on a cell where you want the answer to appear
2. Type an equal sign to begin the formula
3. Type formula ,when finished, press enter



**Basic mathematical symbols**

+ Addition	- Subtraction	/ Division	* Multiplication	^ Exponentiation
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Example: 3+2-4\*7/2^5 or 3 plus 2 subtract 4 multiplied by 7 divided by 2 with an exponent of 5

The order of mathematical operations is important.

<b><u>P</u>lease</b>	<b><u>E</u>xcuse</b>	<b><u>M</u>y <u>D</u>ear</b>	<b><u>A</u>unt <u>S</u>ally</b>
<b><u>P</u>arentheses</b>	<b><u>E</u>xponents</b>	<b><u>M</u>ultiply or <u>D</u>ivide</b>	<b><u>A</u>dd or <u>S</u>ubtract</b>
Operations inside of parentheses ( ) are done <b>first</b>	Exponential calculations are <b>second</b> , like 5 <sup>3rd</sup>	Multiplication and Division are done <b>third</b>	Addition and subtraction are done <b>last</b>

# Types of Reference numbers

## Relative references

As we move down the arrows point to different shapes

○ ↔ ○ **B6+C6**

♥ ↔ ♥ **B7+C7**

△ ↔ △ **B8+C8**

The shapes are relative to their arrow's position

Formulas work the same way As we fill-in the formula will change

## Absolute references

If we do not want it to be relative, we add \$

○ ↔ ○ **B6+C6**

♥ ↔ ♥ **\$B\$6+C7**

△ ↔ △ **\$B\$6+C8**

It is like a nailing part of the formula to one cell

Dollars signs stop the part of the cell they precede from moving From A7 to \$A\$7

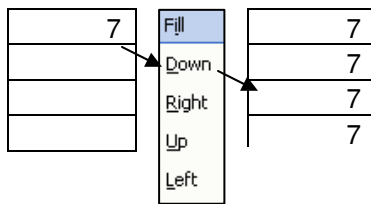
Be careful to use the correct reference numbers

## Copying Formulas (Absolute and relative reference)

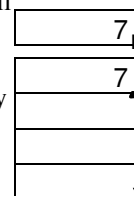
Two Ways

Start with the cell you want fill in (repeated) Hold down and drag till you highlight the cells you want it filled in

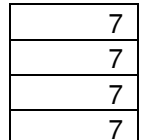
Then Choose **Edit**, then **Fill**, then **down**



Click on the cell you want repeated Point to the tiny square in the bottom right hand corner of the cell



Wait for the **black cross**, *not the black compass* Hold down and drag till the cell are filled



# Functions

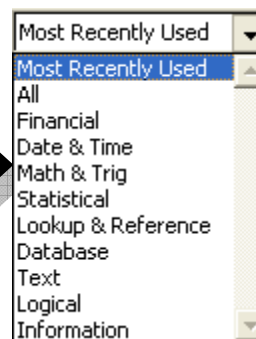
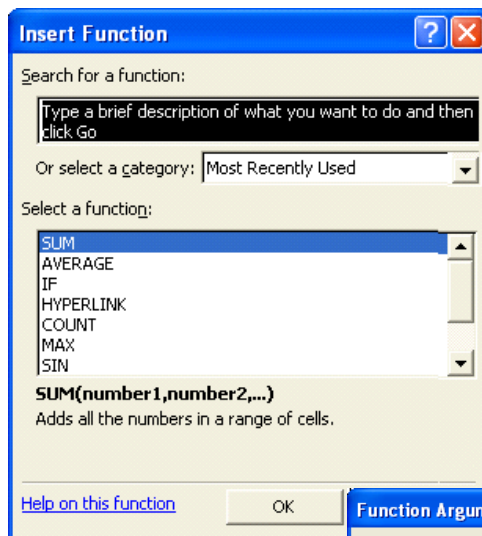
## To use

Click on a cell to put. Click the **function button** on the toolbar



Choose a category and then a function

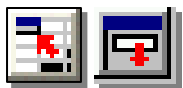
Press OK



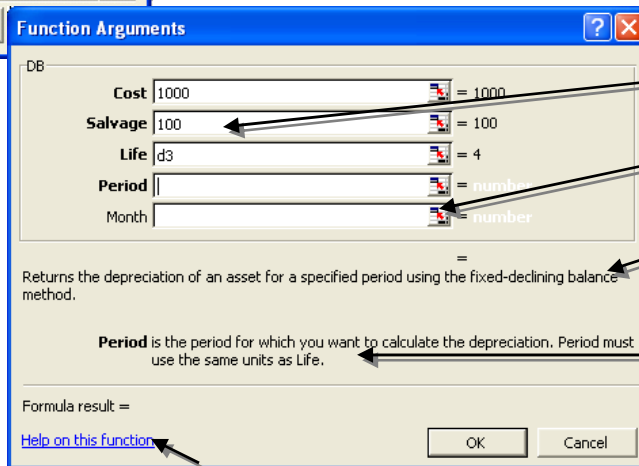
A function is a shortcut formula that performs special calculations.

For example, the **SUM** function can be used to add many cells together. Adding cells **A4**, **A5**, and **A6**, without functions would look like **=A4+A5+A6**. However with the function it appears as: **=SUM(A4:A6)**

Fill in the information in the boxes if you know it but if the information is in a certain cell use the **expand/collapse buttons** to choose a cell from the spreadsheet



When finished press **OK** or if you made a mistake choose **Cancel**



Type Here  
Collapse button  
Definition of the function  
Definition of parts of argument

Help for the function