

Basic Spreadsheet Formulae for MS Works and MS Excel

Before typing in a formula you must:

1. place the cursor (the moving rectangle) to the cell location where you want the answer to go;
2. tell the computer that you intend entering a formula by inserting an equals (=) sign;
3. insert the formula.

Addition

(a) Adding a list of numbers

	A	B
1	NAME	MARK
2	A Brown	245
3	J Davies	175
4	T Baker	257
5	G Jones	150
6	R Evans	120
7	Total	=SUM(B2:B6)

Note: an alternative formula to place in B7 would be: **=B2+B3+B4+B5+B6**

(b) Adding specified cell locations together

=B3+B7+B9

ie, add the contents of cell location **B3** to the contents of cell location **B7** to the contents of cell location **B9**

Note: Always press the **ENTER** key after typing in a formula.

Subtraction

(a) Subtract the contents of one cell location from the contents of another cell location

=D4-D8

ie, take the contents of cell **D8** away from the contents of cell **D4**.

(b) **=D4-300**

ie, take **300** away from the contents of cell **D4**.

Multiplication

(a) **=C6*C9**

ie, multiply the contents of cell **C6** by the contents of cell **C9**

(b) **=C6*30**

ie, multiply the contents of cell **C6** by **30**.

Division

(a) **=B7/B12**

ie, divide the contents of cell **B7** by the contents of cell **B12**

(b) **=B7/400**

ie, divide the contents of cell **B7** by **400**.

Percentages (1)

(a) **=B9/100*5**

ie, calculate **5%** of the contents of cell **B9**.

An alternative formula would be:

(b) **=B9*0.05**

Percentages (2)

- (a) A. Brown earns £8,500 per year and has just received a pay increase of 7%. The following formula can be used to calculate his new income:

=B10*1.07

Note: cell **B10** is where his salary of £8,500 is recorded.

An alternative formula would be:

(b) **=B10/100*107**

Mean Average

	A	B
1	NAME	MARK
2	A Brown	245
3	J Davies	175
4	T Baker	257
5	G Jones	150
6	R Evans	120
7	Total	=AVERAGE(B2:B6)

Note: The formula **=AVERAGE(B2:B6)** works in MS Excel. In MS Works the formula would be **=AVG(B2:B7)**