

GCSE Business and Communication Systems

Common formulae used in spreadsheets

Addition

If cells to be added are consecutive (one after the other), then the spreadsheet only requires you to enter the **range** of cells i.e. the **reference address** of the **first** and **last** cells, separated by two full stops (..) or a colon (:)

E.g. **=SUM(B2:M2)**

Multiplication

The two cells to be multiplied are separated by the multiplication sign (*)

E.g. **=C3*G2**

Subtraction

Two cell addresses separated by the minus sign (-). The second cell contains the data to be subtracted (taken away) from the first cell.

E.g. **=D3-F3**

(The data in **F3** is deducted from the data in **D3**)



Division

Two cells are separated by the division sign (/). The second cell is divided into the first.

E.g. **=D4/D5**

Percentages

No different from using a calculator.

To find what percentage 'cell 1' is of 'cell 2', divide 'cell 1' by 'cell 2' and **multiply by 100**.

E.g. **=(A3/A5)*100**

Averages

Method 1

Add the contents of a number of cells together then divide by the number of cells.

e.g. **=sum(B1:B5)/5**

Method 2

Use the 'average' function

E.g. **=average(B1:B5)**

