Formulas

What are the common operations in Excel?

Excel can be used to perform mathematical functions on your data. The four most common functions are + (addition), - (subtraction), / (division), * (multiplication).

How do I write a simple formula?

Start an Excel formula with an equal sign (=) then complete it as you would normally. For example should you wish to multiply two cells (A1 and A2) together the formula would be written =A1*A2.

1. Click in the cell into which you wish to enter the formula.
2. Type '='.
3. Enter the cell reference of the first cell to be included in the calculation (Either type the reference or click within the cell).
4. Type '*' (Replace * with - / + as appropriate).
5. Enter the cell reference of the second cell to be included in the calculation.
6. Press <Enter>.

How do I add the contents of more than 2 cells?

1. Click in the cell into which you wish to enter the formula.
2. Type '=SUM('
3. Either:
    a. Enter the cell reference of the first cell to be included in the addition.
    b. Type ':'
    c. Enter the cell reference of the last cell to be included in the addition.

    OR
    a. Click in the first cell to be included in the addition.
    b. Keep you finger on the mouse button and drag the cursor over all cells to be included in the addition.
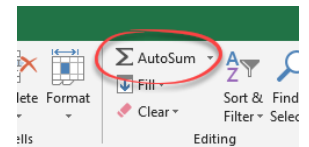4. Type ')'.
5. Press <Enter>.

What is AutoSum?

The 'AutoSum' function can be used to add all figures in a row, column or selected cells.

Excel will look at the adjacent cells and try and "guess" which cells you want added. This is usually the figures above or at the side of the selected cell.

How do I use the AutoSum function?

1. Click in the cell into which you wish to enter the formula.
2. In the 'Home' ribbon, click the 'AutoSum' button in the toolbar.

The AutoSum function then tries to 'guess' which cells are to be added together.
3. Amend this range if necessary.
4. Press <Enter>.

For help and assistance, call the ICT Helpdesk
0141-342 1570

Available during office hours. For critical support at other times refer to the out-of-hours phone list.

Part of the 'How do I...' series of helpsheets. For more, visit ictsupport.key.org.uk