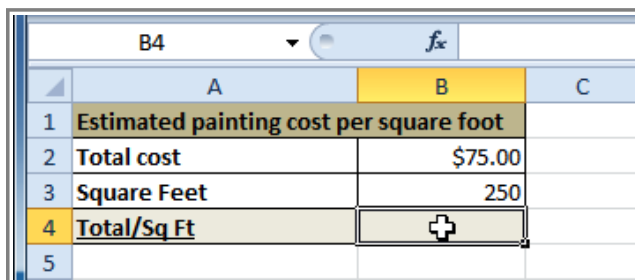


Addition	+	=5+5
Subtraction	-	=5-5
Multiplication	*	=5*5
Division	/	=5/5
Exponents	^	=5^5

To Create a Simple Formula in Excel:

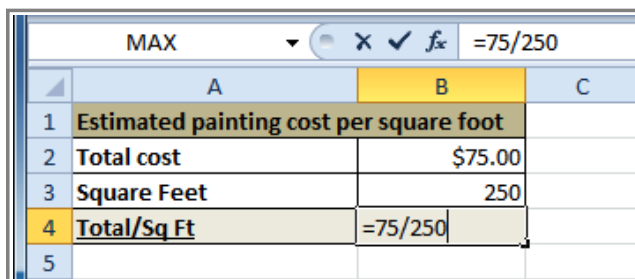
1. Select the cell where the answer will appear (B4, for example).



	A	B	C
1	Estimated painting cost per square foot		
2	Total cost	\$75.00	
3	Square Feet	250	
4	Total/Sq Ft	+	
5			

Selecting cell B4

2. Type the **equal sign (=)**.
3. Type in the formula you want Excel to calculate. For example, "75/250".



	A	B	C
1	Estimated painting cost per square foot		
2	Total cost	\$75.00	
3	Square Feet	250	
4	Total/Sq Ft	=75/250	
5			

Entering formula in B4

4. Press **Enter**. The formula will be calculated and the value will be displayed in the cell.

	A	B	C
1	Estimated painting cost per square foot		
2	Total cost	\$75.00	
3	Square Feet	250	
4	Total/Sq Ft	\$0.30	
5			

Result in B4

Creating Formulas with Cell References

When a formula contains a cell address, it is called a **cell reference**. Creating a formula with cell references is useful because you can update data in your worksheet without having to rewrite the values in the formula.

To Create a Formula Using Cell References:

1. Select the cell where the answer will appear (B3, for example).

	A	B	C	D
1	Budget for June	\$ 400.00		
2	Budget for July	\$ 300.00		
3	Total Budget			
4				

Selecting cell B3

2. Type the **equal sign (=)**.
3. Type the cell address that contains the first number in the equation (B1, for example).

	A	B	C	D
1	Budget for June	\$ 400.00		
2	Budget for July	\$ 300.00		
3	Total Budget	=B1		
4				

Entering a formula in B3

4. Type the operator you need for your formula. For example, type the **addition sign (+)**.
5. Type the cell address that contains the second number in the equation (B2, for example).

		SUM			
		X ✓ fx =B1+B2			
	A	B	C	D	
1	Budget for June	\$ 400.00			
2	Budget for July	\$ 300.00			
3	Total Budget	=B1+B2			
4					

Entering a formula in B3

6. Press **Enter**. The formula will be calculated and the value will be displayed in the cell.

		B3			
		fx =B1+B2			
	A	B	C	D	
1	Budget for June	\$ 400.00			
2	Budget for July	\$ 300.00			
3	Total Budget	\$ 700.00			
4					

Result in B3

If you change a value in either B1 or B2, the total will automatically recalculate.

		B3						
		fx =B1+B2						
	A	B	C	D	E	F	G	
1	Budget for June	\$ 400.00						
2	Budget for July	\$ 200.00						
3	Total Budget	\$ 600.00						
4								
5								
6								
7								
8								
9								
10								
11								

Changed B2 value from \$300.00 to \$200.00

Since B3 contains the formula =B1+B2, the value in B3 is automatically recalculated to equal \$600.00

Result in B3

To Create a Formula using the Point and Click Method:

1. Select the cell where the answer will appear (B4, for example).

B4		fx		
	A	B	C	D
1	Hardwood Floor Repair			
2	Hours	Rate		
3	3.4	\$ 25.00		
4	Total			
5				

Selecting cell B4

2. Type the **equal sign (=)**.
3. Click on the **first cell** to be included in the formula (A3, for example).

SUM		X ✓ fx =A3		
	A	B	C	D
1	Hardwood Floor Repair			
2	Hours	Rate		
3	3.4	\$ 25.00		
4	Total	=A3		
5				

Clicking cell A3

4. Type the operator you need for your formula. For example, type the **multiplication sign (*)**.
5. Click on the **next cell** in the formula (B3, for example).

SUM		X ✓ fx =A3*B3		
	A	B	C	D
1	Hardwood Floor Repair			
2	Hours	Rate		
3	3.4	\$ 25.00		
4	Total	=A3*B3		
5				

Clicking cell B3

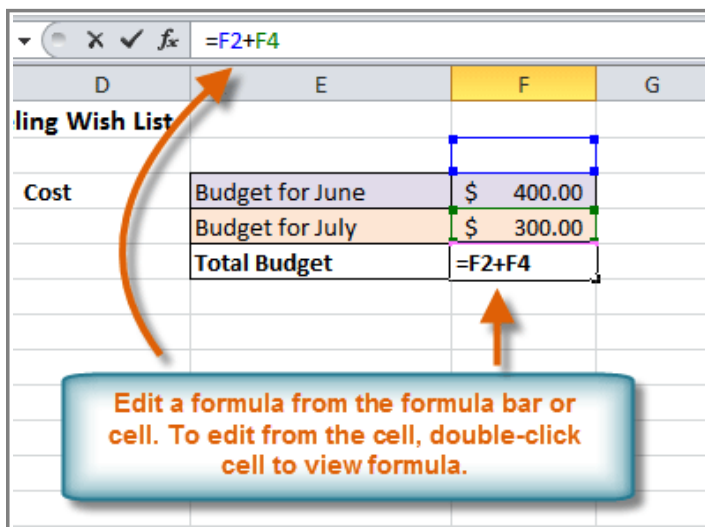
6. Press **Enter**. The formula will be calculated and the value will be displayed in the cell.

	A	B	C	D
1	Hardwood Floor Repair			
2	Hours	Rate		
3	3.4	\$ 25.00		
4	Total	\$ 85.00		
5				

Result in B4

To Edit a Formula:

1. Click on the cell you want to edit.
2. Insert the cursor in the **formula bar** and edit the formula as desired. You can also **double-click the cell to view and edit the formula directly** from the cell.
3. When finished, press **Enter** or select the **Enter** command .



The screenshot shows an Excel spreadsheet with the following data:

	D	E	F	G
ling Wish List				
Cost	Budget for June		\$ 400.00	
	Budget for July		\$ 300.00	
	Total Budget		=F2+F4	


The formula bar at the top shows the formula `=F2+F4`. A callout box with an orange border contains the text: "Edit a formula from the formula bar or cell. To edit from the cell, double-click cell to view formula." Arrows point from the callout box to the formula bar and the cell containing the formula.

Edit a formula

4. The new value will be displayed in the cell.

fx =F3+F4			
	E	F	G
List			
	Budget for June	\$ 400.00	
	Budget for July	\$ 300.00	
	Total Budget	\$ 700.00	

Result

If you change your mind, use the **Cancel** command  in the formula bar to avoid accidentally making changes to your formula.

Challenge!



1. Open an existing Excel workbook. If you want, you can use this [example](#).
2. Write a simple division formula. If you are using the example, write the formula in cell B18 to calculate the painting cost per square foot.
3. Write a simple addition formula using cell references. If you are using the example, write the formula in cell F5 to calculate the "Total Budget."
4. Write a simple subtraction formula using the point and click method. If you are using the example, subtract the "Expand Bathroom" cost (C6) from the "Total" cost (C11). Calculate your answer in C12.
5. Edit a formula using the formula bar.