Lesson 4: Excel Formulas

Excel is just like a calculator. It can:

1. Add (+)
2. Subtract (-)
3. Multiply (\*)
4. Divide (/)

However, in order to do any sort of calculation, Excel *must* *always* begin with an **equal sign** (**=**). This is because the cell contains, or will always equal to, the formula and the value it calculates.

**Cell References**

While you can create simple formulas in Excel manually (for example, =**2+2** or =**5\*5**), most of the time you will use the “Point and Click Method” using **cell addresses (**for example, **)** to create a formula. This is known as making a **cell reference**. Cell references will ensure that your formulas are *always* accurate because you can change the value of referenced cells without having to rewrite the formula over and over again.

**Steps to Create a Formula:**

1. Select the **cell** that will contain the formula
2. Type the **equal sign (=)**. Notice how it appears in *both* the **cell** and the **formula** **bar**.
3. Type the **cell address** of the cell you want to reference first in the formula. A **blue border** will appear around the referenced cell.
4. Type the **mathematical operator** (+, -, etc.) you want to use. See the chart on the next page.
5. Type the **cell address** of the cell you want to reference second in the formula. A **red border** will appear around the referenced cell.
6. Press **ENTER** on your keyboard. The formula will be **calculated**, and the **value** will be displayed in the cell.

There are a number of methods to create a formula. Try the point and click method next time!

***Turn to the other side!***



Practice

Write the formula using the “point and click” method and cell references.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | A | B | C | D |
|  | Item | Cost x 1 | Quantity | Total $ per Item  |
| 1 | Apples | $0.5 | 8 |  =B1\*C1 |
| 2 | Eggs | $7 | 1 |   |
| 3 | Milk | $6.5 | 2 |   |
| 4 | Frozen Pizza | $9.99 | 3 |   |
| 5 | Avocado | $3.00 | 5 |  |