



Entering a Formula

Excel formulas perform calculations on the numbered data entered into a worksheet. It updates, recalculating the results whenever you change any of the values that the formula uses. A formula starts with an equal = sign and can contain any or all of the following: references, constants, functions and operators.

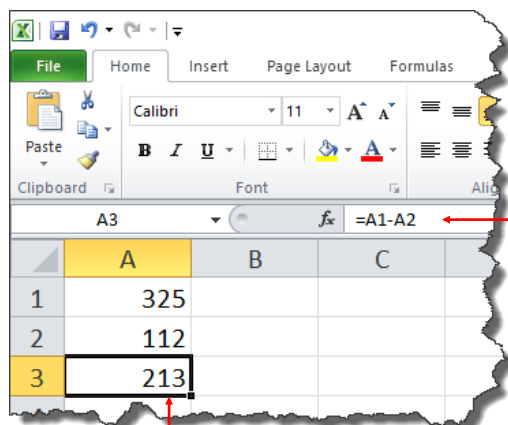
Arithmetic operators

Task	Operator	Example
Add	+	=A1+A3
Subtract	-	=D5-E5
Multiply	*	=A1*A2
Divide	/	=F5/A3
Exponentiation	^	=A2^2
Parenthesis change order of calculation (must be used in pairs)	()	=A5*(F4+F5)
Percentages	%	=A4*20%

Entering a basic formula

The following formula subtracts the contents of one cell from another (as shown in the image below):

1. Click the cell into which you want to display the results of the formula (cell A3).
2. Type = (this lets Excel know that you are about to enter a calculation).
3. Click the cell holding the number you want to subtract from (cell A1).
4. Type the appropriate operator. In this example the subtraction sign -
5. Click the cell holding the number you want to subtract (cell A2).



The formula is displayed in the formula bar above the worksheet

The result of the formula is displayed in the cell