**Excel Formulas**

Even though you can use numbers directly in a formula, it’s better to use the “addresses” of the cells containing your data. If you use the CELL ADDRESS rather than the actual data, if you ever need to change the data in either cell, the results of the formula will update automatically without having to rewrite the formula.

**ALL formulas start with the equal sign** placed in the cell where you want the total to be displayed.

ADDITION FORMULA

**=SUM(1st column and row + last column and row)**

**=SUM(B10+E10)** Writing this formula picks up all numbers in column B between B and E

**=SUM(B10+F10+G10)** Writing this formula picks up ONLY these numbers in column B

SUBTRACTION FORMULA

Use the dash (-) as the sign for subtraction **=B10-C10**

MULTIPLICATION FORMULA

Use the (\*) symbol found above the number 8 on the keyboard **=B10\*C10**

DIVISION FORMULA

Use the (/) symbol **=B10/C10**

DETERMINING A PERCENTAGE

Always work from 100% as your total. If you want to determine what 15% off the number in B1 is, deduct 15 from 100 to get 85. Then use the formula **=B1\*85%**

To **DELETE** any formula, you must right click and CLEAR CONTENTS from the cell

SHORTCUT: Type the = sign into the total cell. Click your mouse on the first cell number. Type the symbol you want to work with and click on the second cell. Destinations are automatically inserted. Hit ENTER for total to appear.