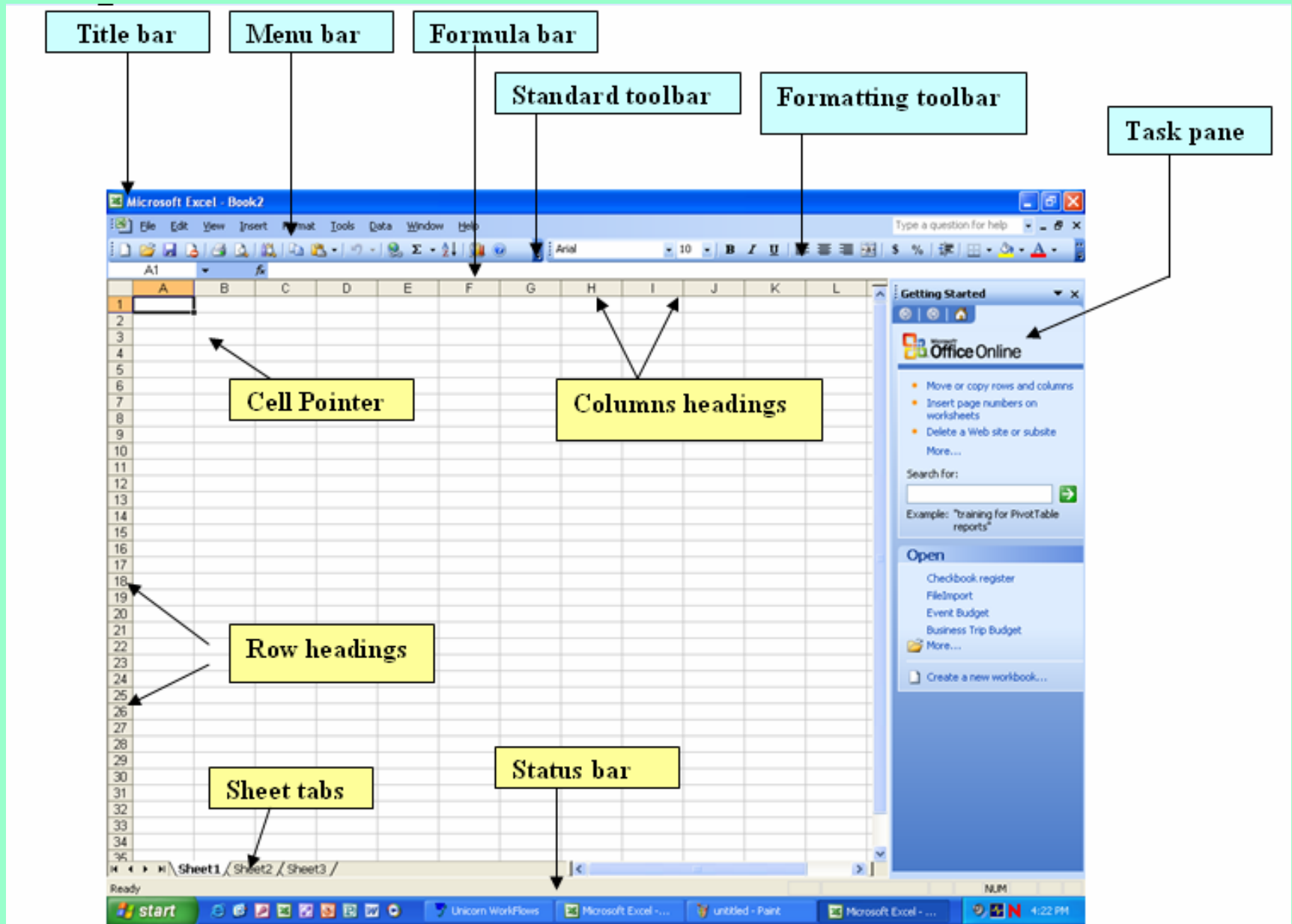


The Excel Screen



Microsoft Excel - Excel practice prodolzenie

File Edit View Insert Format Tools Data

B5 fx =3.99*2

	A	B	C	D
1				
2		Jan	Feb	
3	Entertainment			
4	Cable TV	52.98	52.98	
5	Video rentals	7.98	15.96	
6	Movies	16.00	32.00	
7	CDs	18.98	29.98	
8	Totals	95.94	130.92	
9				
10				

Microsoft Excel is most commonly used to create worksheets. A worksheet is a collection of information laid out in columns and rows. Worksheet information is entered into cells.

A cell is the intersection of a column and a row. To enter info in a cell, you must click the cell and make it active.

Each cell has a unique address or reference. The reference uses the letter of the column and the number of the row. The reference for the active cells appears in the name box at the left end of the formula bar.

Each worksheet cell can contain one of two kinds of input:

- A value or
- A formula

	A	B	C	D
1	Sales	1000		
2	Cost	400		
3	Profit	600	=1000-400	
4				
5	Rate	15%		
6				
7	Commission	90	=600*15%	
8				
9				

A value is any text, number, date, or time entered into a cell. Values are constant – they don't change unless you change them.

All formulas begin with an equal sign. This is how Excel knows that a cell entry is a formula and not a value. Formulas can contain any combination of values, references, operators and functions.

	A	B	C	D
1	Sales	1000		
2	Cost	400		
3	Profit	600	=B1-B2	
4				
5	Rate	15%		
6				
7	Commission	90	=B3*B5	
8				
9				

If any of the values change, the formulas need to be rewritten.

Whenever possible, use references rather than values in formulas. This way, you will not have to rewrite formulas when values change.

Basic Mathematical Operators Understood by Excel

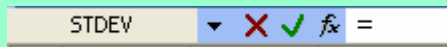
Operator	Use	Example
+	Addition	=A1+ B1
-	Subtraction	=A1-B10
-	Negation	=-A1
*	Multiplication	=A1*B10
/	Division	=A1/B10
^	Exponential	=A1^3
%	Percentage	=20%

When calculating the results of expressions with variety of operators, Excel makes calculations in the following order:

- 1. Negation**
- 2. Expressions in parentheses**
- 3. Percentages**
- 4. Exponentials**
- 5. Multiplication or division**
- 6. Addition or subtraction**

Performing calculations

Formula bar



Typing Formulas

Select the cell you want to contain the formula.
Press the *equal* sign to activate the formula bar.
Type the formula without spaces, then press Enter.

Sample Formulas

=A1/2+100 divide value in A1(10) by 2, then add 100.
Answer: 105

=A1+4*5 multiply 4 by 5, then add to value A1(10).
Answer: 30

=(A1-2)*5 subtract 2 from value in A1(10), multiply
by 5.

Answer: 5

	A3	
	A	B
1	10	
2	5	
3	formula cell	
4		
5		

Frequently Used Functions

A function is a predefined formula for making a specific kind of calculation.

SUM	calculates sum	=SUM(A1:A2)
Average	calculates average	=AVERAGE(A1:A2)
MAX	returns highest value	=MAX(A1:A2)
MIN	returns lowest value	=MIN(A1:A2)

Using Functions in Formulas

For example, say you need to add up a column of numbers. It is acceptable to write the formula using cell references separated by

the *addition* operator

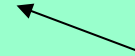
`=C3+C4+C5+C6`

But rather than enter a lengthy formula, you can use the *SUM function* to add up the same numbers

`=SUM(C3:C6)`

	A	B	C	D
1		Jan	Feb	
2	Entertainment			
3	Cable TV	52.98	52.98	
4	Video rentals	7.98	11.97	
5	Movies	16	32	
6	CDs	18.98	20.5	
7	Totals			
8				

SUM(number1: number2)



Function name Arguments

The function name determines what the function does.

The arguments determine what values or cell references the function should use in its calculation.