

RHP Computer Applications Class

10-3 Excel Formulas


Name _____



Start this assignment by opening up the **1-2 Sales Report** file. Now that you have all the data entered, it's time to sum columns and add formulas.

Start by selecting the **Sales** worksheet. We want totals to appear at the end of each row (this will show the total sales per year). This is really easy to do. Place your cursor at the first empty cell to the right of your data (should be cell **N2**). We will insert a formula that will add up the cells in a range that we input. We want to place the sum of cells **B2** thru **M2**. All formulas in Excel start with the equals sign. Type **=sum(b2:m2)** and hit ENTER.

If the answer won't display, widen the column to fit the answer.

Excel has an easier way of summing up cells, called **Autosum**. We will try this in cell **N3**. Make sure N3 is selected, then hit the Autosum icon 

It will suggest a range of cells to sum. Hit ENTER to accept this formula. Normally, this would work fine, except that we have dates (the years, which are numbers) in column A that we don't want to include in the sum formula (the formula should read **=sum(b3:m3)**). We can edit this formula by making sure the cell is selected and hitting the **F2** key (function key at the top of the keyboard). Space over to **A3** and replace it with **B3** and hit ENTER.

There is an easier way yet to place formulas in cells. Select the cell **N3**, and drag the little black square (on the lower right-hand corner) down to cell **N20**. The formula is copied to each row, updating the cell references.

Now let's use the Autosum feature to total the columns. We can use Autosum for the columns, because all the numbers in each column are legitimate; the program won't try to add the month names to the sum.

Select cell B21 and click on the Autosum button. Notice the blinking rectangle of the cells it thinks you want to sum (notice also it did not include the month name). Hit ENTER to accept this formula.

Now copy this formula across this row to cell **N21**. The formula is now copied to all of these rows.

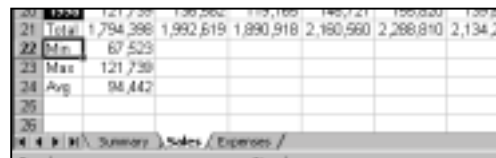
Add the heading of **Total** in cells **N1** and **A21**. Go ahead and save the changes you've made so far (Ctrl-S).

Let's add another formula to our worksheet. Go to cell **B22** and type **=min(b2:b20)**. This will look at the range of cells from B2 thru B20, find the lowest value (minimum) and display it in the cell.

Another formula is the **max** formula, which will display the maximum value for a range of cells. Go to cell **B23** and type **=max(b2:b20)**. The maximum value in that column should now be displayed.

Finally, let's find the average value of the cells in column B. In cell **B24**, type **=average(b2:b20)** and hit ENTER.

Label cell A22 as **Min**, A23 as **Max**, and A24 as **Avg** as shown at right



21	Total	1,794,396	1,992,619	1,890,918	2,160,960	2,288,810	2,134,2
22	Min	67,525					
23	Max	121,738					
24	Avg	96,442					
25							
26							

Now let's copy all these formulas at once to all the other columns. Select cells B22 thru B24. Drag the black square across all the columns to cell **M24**.

Save your work once again, and move to the **Expenses** worksheet and do the same thing you just did to the **Sales** worksheet. Don't moan or groan; now that you know what your doing, it should only take you about 5 minutes.

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After you have done that, you're done! Email the Excel worksheet to me at rhp@denovodental.com. The subject is **Compapp 10-3 *lastname***.