

# SIMPLE FORMULAS & AUTOSUM

## → Simple Formulas :

- 1) Always start with =
- 2) Follow the order of operations: parenthesis, multiplication, division, addition, subtraction
- 3) Start at the cell you want the answer, then type an = sign
- 4) Absolute values are locked with the \$

IF    X ✓ fx    =B7\*.0825

	A	B	C	D	E	F
1	BICYCLES					
2	SOLD THIS QUARTER					
3						
4				TOTAL		
5	CUSTOMER	COST	TAX(8.25%)	SALE		
6						
7	L. Brooks	103.15	=B7*.0825			
8	R. Chapman	86.71				
9	J. McLaurin	103.15				
10	S. Moody	45.26				
11	J. Rivers	92.99				
12	L. Hand	45.26				
13						

1) Type =

2) Click on first Cell

3) \*, +, -, or / and the number

IF    X ✓ fx    =B7+C7

	A	B	C	D	E
1	BICYCLES				
2	SOLD THIS QUARTER				
3					
4				TOTAL	
5	CUSTOMER	COST	TAX(8.25%)	SALE	
6					
7	L. Brooks	103.15	8.51	=B7+C7	
8	R. Chapman	86.71	7.15		
9	J. McLaurin	103.15	8.51		
10	S. Moody	45.26	3.73		
11	J. Rivers	92.99	7.67		
12	L. Hand	45.26	3.73		
13					

1) Type =

2) Click first Cell

3) Type the operation +, -, \*, /

4) Click next Cell and ENTER

Click and drag handle to copy

## → AutoSum : Adds a Column or Row of Numbers

Book1 - Microsoft Excel

IF    X ✓ fx    =SUM(B7:B12)

	A	B	C	D
1	BICYCLES			
2	SOLD THIS QUARTER			
3				
4				TOTAL
5	CUSTOMER	COST	TAX(8.25%)	SALE
6				
7	L. Brooks	103.15	=B7*0.0825	=B7+C7
8	R. Chapman	86.71	=B8*0.0825	=B8+C8
9	J. McLaurin	103.15	=B9*0.0825	=B9+C9
10	S. Moody	45.26	=B10*0.0825	=B10+C10
11	J. Rivers	92.99	=B11*0.0825	=B11+C11
12	L. Hand	45.26	=B12*0.0825	=B12+C12
13				
14	Totals	=SUM(B7:B12)	=SUM(C7:C12)	=SUM(D7:D12)
15				

1) Click  $\Sigma$  button

2) Check the range

3) Enter

Ctrl

## → Print Formulas:

- 1) (CTRL ~) or Formulas Tab– Show Formulas Button
- 2) Highlight the columns and Autofit.
- 3) Print Preview → Page Setup → Page Tab → Landscape → Fit to One Page → Print