

Cry for Help

Computer Tips & Tricks for the novice to the advanced.

Microsoft Excel

Well you know how to use Excel for making lists, but what about doing a bit more and have it calculate things for you.

We've discussed previously how to use the "AutoSum" button to produce a total, so now it's time to go the next step.

First off, you need to know that all cells in the spreadsheet are referenced by their "column row". Hence the first cell in the top left corner is called "A1", the one below it is "A2", and the one beside it is "B1". To generate a total of cells, A1 through A3, start with the cursor in cell A4 and type the following "=SUM(A1:A3)" The equals sign tells Excel that we are writing a formula, and the colon between the two cell names means to include all cells in the range. We could obtain the same result with "=(A1+A2+A3)". Now, this is where Excel becomes really powerful, copy the contents of cell A4 (the formula) and paste it into cell B4, and look at the result in the formula bar immediately under the row of buttons. Excel has decided that by pasting the formula into column B that you probably meant the formula to now be "=SUM(B1:B3)".

Try entering "=(SUM(A1:A3)*1.1)" into cell A5 to add 10% GST to the total of the amounts. The asterisk means multiply. You're now ready to try a few of your own.

Good Luck!

Jonathan Harris
5259 2304

