

Lesson 3

Lesson 3

Writing Formulas

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Learn how to:

- ◆ Find files using a keyword
- ◆ Write formulas to calculate data
- ◆ Name cells
- ◆ Use names and labels in formulas

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Finding Files Using Keywords

- ◆ Keywords are useful in helping you locate the file, when you don't remember file name (provided of course you have defined the keywords when you created the work sheet)
 - ✓ Click the File | Open button
 - ✓ Choose C: in the "Look in" box
 - ✓ Click the "Advanced..." button to get "Advanced Find" dialog box
 - ✓ Select the "Search Subfolders" check box (found in the bottom right hand side)
 - ✓ cont...on next slide

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Finding Files Using Keywords

- ✓ In the "Properties" box choose "KeyWords"
 - ◆ click the down arrow and scroll down to find this option
- ✓ In the "Value" box enter the appropriate keyword
- ✓ Click the "Find Now"
- ✓ Voila!! You will see all the files that match your requirements
- ✓ Click on the file(s) you want, and open

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Adding Calculation Formulas

- ◆ Use formulas to perform any arithmetic computation (+, -, /, *, Average, Maximum etc.)
- ◆ Excel provides many predefined functions such as SUM, AVERAGE, MAX, MIN, etc.
- ◆ For now let's start with simple formulas
- ◆ All formulas start with the "equal to" sign (=)

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Adding Calculation Formulas

- ◆ Let's say you have a number 5 in cell A1; and the number 10 in cell B1;
- ◆ You now want cell C1 to show the sum of these two numbers. You would then type the formula "=A1+B1" (don't type the quotes) in the cell C1.
- ◆ If you now change the numbers in cells A1 or B1, the new sum in C1 will be automatically recalculated
 - ✓ Recalculations is one of the major features of any spreadsheet software

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Copying formulas

- ◆ If you want to use a similar formula in cell C2 (“=A2+B2”), you don’t have to type the formula again. Simply copy it from C1
 - ✓ Select cell C1; Notice the small black box (fill handle) in the lower right corner of the cell
 - ✓ Position the mouse pointer on the fill handle: the pointer should change to cross shape
 - ✓ Click the mouse and drag it down to cell C2 and release the mouse button
 - ✓ That’s it. It’s copied. You can use this AutoFill to copy into any number of cells in one go. A huge time saver

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Using Predefined Functions

- ◆ Excel has many predefined functions. SUM is one of them, and use most frequently.
- ◆ If you want to compute the sum of numbers in cells A1, A2,...A10 and put the result in cell A12
 - ✓ You can write the formula as =A1+A2+A3..., which is correct but painful
 - ✓ A better and simple way is to use the SUM function. Type “=SUM(A1:A10)” in cell A12
 - ✓ or type “=SUM(” in cell A12, click in cell A1 and drag mouse down till cell A10, and then type “)”. Excel would put the formula =SUM(A1:A10) for you
 - ✓ This is a visual way of typing formulas, and is often very convenient

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Using Cell Names in Formulas

- ◆ Formulas like $=A1*B1$ are correct but not very explanatory; it is not clear what is in A1 or B1
- ◆ Formulas like $=Price*Quantity$ will be more meaningful
- ◆ You can name the cells, and then use these names in the formulas
 - ✓ refer pages 49 through 50 in your Excel textbook; (ignore page 51 - Using Labels)

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9