Ms excel formulas tutorial 2007 pdf

/en/excel2007/formatting-text/content/ Introduction Excel can be used to calculate and analyze numerical information; however, you will need to know how to write formulas to maximize Excel's capabilities. A formula is an equation that performs a calculation using values in the worksheet. In this lesson, you will learn how to create simple formulas using mathematical operators such as the addition, subtraction, multiplication, and division signs. Simple formulas Download the example to work along with the video. To create a simple formula that adds two numbers: Click the cell where the formula will be defined (C5, for example).Type the equals sign (=) to let Excel know a formula is being defined.Type the first number to be added (e.g., 1500).Type the addition sign (+) to let Excel know that an add operation is to be performed.Type the second number to be added (e.g., 200).Press Enter, or click the Enter button on the Formula bar to complete the formula. If the result of a formula is too large to be displayed in a cell, it may appear as pound signs (#######) instead of a value. This means that the column is not wide enough to display the cell content. Simply increase the column width to show the cell content. Excel will not always tell you if your formula contains an error, so it's up to you to check all of your formulas. To learn how to do this, you can read the Double-Check Your Formulas lesson from our Excel Formulas tutorial. To create a simple formula that adds the contents of two cells: Click the cell where the answer will appear (C5, for example).Type the equals sign (=) to let Excel know a formula is being defined.Type the cell number that contains the first number to be added (C3, for example).Type the addition sign (+) to let Excel know that an add operation is to be performed.Type the cell address that contains the second number to be added (C4, for example).Press Enter, or click the Enter button on the Formula bar to complete the formula. To create a simple formula using the point-and-click method: Click the cell where the answer will appear (C30, for example).Type the equals sign (=) to let Excel know a formula is being defined.Click on the first cell to be included in the formula (C5, for example).Type the subtraction sign (-) to let Excel know that a subtraction operation is to be performed.Click on the next cell in the formula (C29, for example). Press Enter, or click the Enter button on the Formula bar to complete the formula. To create a simple formula that multiplies the contents of two cells: Select the cell where the answer will appear (E32, for example).Type the equals sign (=) to let Excel know a formula is being defined.Click on the first cell to be included in the formula (C9, for example), or type a number.Type the multiplication symbol (*) by pressing the Shift key and then the number 8 key. The operator displays in the cell and Formula bar.Click on the next cell in the formula or type a number (12, for example).Press Enter, or click the Enter button on the Formula bar to complete the formula. To create a simple formula that divides one cell by another: Click the cell where the answer will appear.Type the equals sign (=) to let Excel know a formula is being defined.Click on the first cell to be included in the formula.Type a division symbol. The operator displays in the cell and Formula bar.Click on the next cell in the formula.Press Enter, or click the Enter button on the Formula bar to complete the formula. Using cell references As you can see, there are many ways to create a simple formula in Excel. Most likely, you will choose one of the methods that enters the cell address into the formula rather than an actual number. The cell address is basically the name of the cell and can be found in the Name Box. The following example uses actual numbers in the formula in C5. When a cell address is used as part of a formula, this is called a cell reference. It is called a cell reference because instead of entering specific numbers into a formula, the cell address refers to a specific cell. The following example uses cell references in the formula in C30. Challenge! Use the Budget workbook or any Excel workbook you choose to complete this challenge. Write a simple addition formula.Write a simple subtraction formula using the point-and-click method.Write a simple multiplication formula using cell references.Write a simple division formula. /en/excel2007/working-with-cells/content/ Five Time-saving Ways to Insert Data into Excel When analyzing data, there are five common ways of inserting basic Excel formulas. Each strategy comes with its own advantages. Therefore, before diving further into the main formulas, we'll clarify those methods, so you can create your preferred workflow earlier on. 1. Simple insertion: Typing a formula inside the cell Typing a formula in a cell or the formula bar is the most straightforward method of inserting basic Excel formulas. The process usually starts by typing an equal sign, followed by the name of an Excel function. Excel is quite intelligent in that when you start typing the name of the function, a pop-up function hint will show (see below). It's from this list you'll select your preference. However, don't press the Enter key after making your selection. Instead, press the Tab key and Excel will automatically fill in the function name. 2. Using Insert Function Option from Formulas Tab If you want full control of your function's insertion, using the Excel Insert Function dialogue box is all you ever need. To achieve this, go to the Formulas tab and select the first menu labeled Insert Function. The dialogue box will contain all the functions you need to complete your financial analysis. 3. Selecting a Formula from One of the Groups in Formula Tab This option is for those who want to delve into their favorite functions quickly. To find this menu, navigate to the Formulas tab and select your preferred group. Click to show a sub-menu filled with a list of functions. From there, you can select your preference. However, if you find your preferred group is not on the tab, click on the More Functions option – it's probably just hidden there. 4. Using AutoSum Option For quick and everyday tasks, the AutoSum function is your go-to option. Navigate to the Formulas tab and click the AutoSum option. Then click the caret to show other hidden formulas. This option is also available in the Home tab. 5. Quick Insert: Use Recently Used Tabs If you find re-typing your most recent formula a monotonous task, then use the Recently Used selection. It's on the Formulas tab, a third menu option just next to AutoSum. Free Excel Formulas YouTube Tutorial Watch CFI's FREE YouTube video tutorial to quickly learn the most important Excel formulas. By watching the video demonstration you'll quickly learn the most important formulas and functions. Seven Basic Excel Formulas For Your Workflow Since you're now able to insert your preferred formulas and function correctly, let's check some fundamental Excel functions to get you started. 1. SUM The SUM function is the first must-know formula in Excel. It usually aggregates values from a selection of columns or rows from your selected range. =SUM(number1, [number2], ...) Example: =SUM(B2:G2) – A simple selection that sums the values of a row. =SUM(A2:A8) – A simple selection that sums the values of a column. =SUM(A2:A7, A9, A12:A15) – A sophisticated collection that sums values from range A2 to A7, skips A8, adds A9, jumps A10 and A11, then finally adds from A12 to A15. =SUM(A2:A8)/20 – Shows you can also turn your function into a formula. 2. AVERAGE The AVERAGE function should remind you of simple averages of data, such as the average number of shareholders in a given shareholding pool. =AVERAGE(number1, [number2], ...) Example: =AVERAGE(B2:B11) – Shows a simple average, also similar to (SUM(B2:B11)/10) 3. COUNT The COUNT function counts all cells in a given range that contain only numeric values. =COUNT(value1, [value2], ...) Example: COUNT(A:A) – Counts all values that are numerical in A column. However, you must adjust the range inside the formula to count rows. COUNT(A1:C1) – Now it can count rows. 4. COUNTA Like the COUNT function, COUNTA counts all cells in a given rage. However, it counts all cells regardless of type. That is, unlike COUNT that only counts numerics, it also counts dates, times, strings, logical values, errors, empty string, or text. =COUNTA(value1, [value2], ...) Example: COUNTA(C2:C13) – Counts rows 2 to 13 in column C regardless of type. However, like COUNT, you can't use the same formula to count rows. You must make an adjustment to the selection inside the brackets – for example, COUNTA(C2:H2) will count columns C to H 5. IF The IF function is often used when you want to sort your data according to a given logic. The best part of the IF formula is that you can embed formulas and functions in it. =IF(logical_test, [value_if_true], [value_if_false]) Example: =IF(C2 SUM(D1:D10), SUM(C1:C10), SUM(D1:D10)) – An example of a complex IF statement. First, it sums C1 to C10 and D1 to D10, then it compares the sum. If the sum of C1 to C10 is greater than the sum of D1 to D10, then it makes the value of a cell equal to the sum of C1 to C10. 6. TRIM The TRIM function makes sure your functions do not return errors due to extra spaces in your data. It ensures that all empty spaces are eliminated. Unlike other functions that can operate on a range of cells, TRIM only operates on a single cell. Therefore, it comes with the downside of adding duplicated data to your spreadsheet. =TRIM(text) Example: TRIM(A2) – Removes empty spaces in the value in cell A2. 7. MAX & MIN The MAX and MIN functions help in finding the maximum number and the minimum number in a range of values. =MIN(number1, [number2], ...) Example: =MIN(B2:C11) – Finds the minimum number between column B from B2 and column C from C2 to row 11 in both columns B and C. =MAX(number1, [number2], ...) Example: =MAX(B2:C11) – Similarly, it finds the maximum number between column B from B2 and column C from C2 to row 11 in both columns B and C. More Resources Thank you for reading CFI's guide to basic Excel formulas. To continue your development as a world-class financial analyst, these additional CFI resources will be helpful:

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