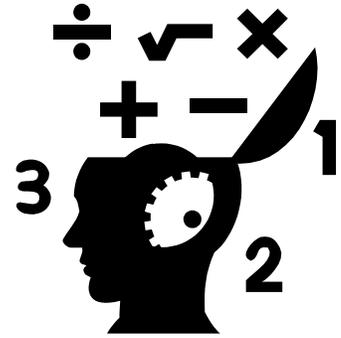# EXCEL ACTIVITY 5: SIMPLE FORMULAS

SKILLS:
- Simple formulas
- Printing with and without formulas
- Footers
- Widening a column
- Putting labels and data in **Bold.**

1. Open a new spreadsheet workbook. Before you begin, make the following changes: (These changes should be made at the beginning of most activities.)
- Click on File - Page Set-up and switch to landscape mode.
- Click on Headers/Footers and add a footer with your name and SS Activity 10.
- In the same window, click on Sheet and under Print, check the box to show grid lines and check the box that shows the row and column headings. Click OK.

2. Enter the data shown below exactly as it appears:

	A	B	C	D	E
1				The Answers	
2	Add	389	14		
3	Subtract	936	257		
4	Multiply	450	8		
5	Divide	278100	300		
6					
7					

3. If you make a mistake, click the cell and then press <Delete>.

4. Click on cell A2 and drag through A5 to select that range of cells. The spreadsheet will look like this after you make the selection:

	A	B	C	D	E
1				The Answers	
2	Add	389	14		
3	Subtract	936	257		
4	Multiply	450	8		
5	Divide	278100	300		
6					

5. Click on the B in the Formatting Toolbar at the top to **Bold** the contents of the cells.

6. Click on Cell D1 and **Bold** the label <The Answers>.

7. Notice the label <The Answers> extends into Column E. To widen Column D to contain the entire label, place the cursor on the line separating the D and the E. A cross shaped will appear when you are exactly on the line. Left click with the mouse and drag the cross to the right until all of the label is contained within the column. Your spreadsheet should now look like this:

	A	B	C	D	E
1				The Answers	
2	Add	389	14		
3	Subtract	936	257		
4	Multiply	450	8		
5	Divide	278100	300		
6					

8. A formula is a set of mathematical instructions. The spreadsheet carries out these computations and displays the results in a designated cell.

9. **In a spreadsheet, a formula always begins with an equal sign. (=)**   The formula also must tell what cells are involved or what numbers must be included. If you always refer to a number by its cell address, then whenever you change the number, every other cell that refers to the original number will change as well. That is the beauty of a spreadsheet over a calculator!

10. Formulas use the basic calculations of addition (+), subtraction (-), multiplication (*), and division (/). The formula =B5+C4 adds the contents of cell B5 to the contents of cell C4 and displays the sum in the cell in which the formula was typed.

11. Remember you can use the numeric keypad to make entries, as well as the number line above the top row of letters on the keyboard.

12. Let's figure out the formulas that will give us the answers on our spreadsheet.

13. Click on cell D2. Type =B2+C2 and <Enter>. The + and = are on the same key on the top row of the keyboard. To type the +, you must hold down the Shift Key.

14. What happened when you hit Enter? Did the number 403 appear?

15. Click again on Cell D2. Notice the 403 remains showing on the spreadsheet, but look up in the entry bar above. Your formula shows here. If you need to make changes to the formula, you must make the changes in the entry bar.

16. Let's figure out the formula now for D3. We need to subtract to find the difference between B3 and C3. Click on D3 and enter =B3-C3 and then hit <Enter>.
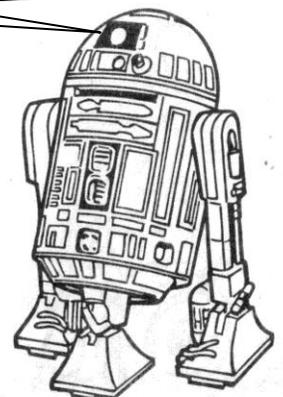
17. To figure the answer for D4, you must multiply. On the computer the <x> is not used as multiplication symbol. Instead, multiply is the * found by holding down the Shift Key while typing the number 8. You can also use the * button on the numeric keypad. Type in the formula to multiply B4 and C4. Don't forget to begin with an = sign.

18. Finally, let's figure out the formula that belongs in cell D5. You want to divide the contents of cell B5 by the contents of cell C5. The symbol for divide is the / found on the ? key or the / located on the numeric keypad.

19. Your spreadsheet should now look like this:

	A	B	C	D	
1				The Answers	
2	Add	389	14	403	
3	Subtract	936	257	679	
4	Multiply	450	8	3600	
5	Divide	278100	300	927	
6					

20. If you do not have these answers showing, go back and check your formulas. Remember, you can click on the cell and view the formula in the Entry Bar right above the Column letters. Do all your formulas begin with a =?

You can also instantly see all your formulas by hitting CONTROL + the `~ key right above the tab key. This is a shortcut back and forth between formulas and numbers.

21. Save your spreadsheet as SS Activity 5.

22. Hit print preview to be sure everything fits on one page. Compare your spreadsheet with the answer key.

22. Show me the file and pop it into your Excel folder!

Hey, R2, Maybe this Excel stuff won't be as tough as I thought! I can remember to put an = sign in front of my formulas! And the graphs are rather fun!