

Enter Labels and Values and Use the AutoSum Button

To enter content in a cell, you can type in the formula bar or directly in the cell itself. When entering content in a worksheet, you should start by entering all the labels first. **Labels** are entries that contain text and numerical information not used in calculations, such as “2012 Sales” or “Travel Expenses”. Labels help you identify data in worksheet rows and columns, making your worksheet easier to understand. **Values** are numbers, formulas, and functions that can be used in calculations. To enter a calculation, you type an equal sign (=) plus the formula for the calculation; some examples of an Excel calculation are “=2+2” and “=C5+C6”. Functions are Excel’s built-in formulas; you learn more about them in the next unit. **CASE** ▶ You want to enter some information in the Trip Advisor Payroll Calculator workbook, and use a very simple function to total a range of cells.

1. Click cell A15, then click in the formula bar

Notice that the **mode indicator** on the status bar now reads “Edit,” indicating you are in Edit mode. You are in Edit mode any time you are entering or changing the contents of a cell.

▶ 2. Type Totals, then click the Enter button on the formula bar

Clicking the Enter button accepts the entry. The new text is left-aligned in the cell. Labels are left-aligned by default, and values are right-aligned by default. Excel recognizes an entry as a value if it is a number or it begins with one of these symbols: +, -, =, @, #, or \$. When a cell contains both text and numbers, Excel recognizes it as a label.

3. Click cell B15

You want this cell to total the hours worked by all the trip advisors. You might think you need to create a formula that looks like this: =B5+B6+B7+B8+B9+B10+B11+B12+B13+B14. However, there’s an easier way to achieve this result.

4. Click the AutoSum button in the Editing group on the HOME tab on the Ribbon

The SUM function is inserted in the cell, and a suggested range appears in parentheses, as shown in **FIGURE A-7**. A **function** is a built-in formula; it includes the **arguments** (the information necessary to calculate an answer) as well as cell references and other unique information. Clicking the AutoSum button sums the adjacent range (that is, the cells next to the active cell) above or to the left, although you can adjust the range if necessary by selecting a different range before accepting the cell entry. Using the SUM function is quicker than entering a formula, and using the range B5:B14 is more efficient than entering individual cell references.

▶ 5. Click on the formula bar

Excel calculates the total contained in cells B5:B14 and displays the result, 378, in cell B15. The cell actually contains the formula =SUM(B5:B14), and the result is displayed.

6. Click cell C13, type 6, then press [Enter]

The number 6 replaces the cell’s contents, the cell pointer moves to cell C14, and the value in cell F13 changes.

▶ 7. Click cell C18, type Average Gross Pay, then press [Enter]

The new label is entered in cell C18. The contents appear to spill into the empty cells to the right.

8. Click cell B15, position the pointer on the lower-right corner of the cell (the fill handle) so that the pointer changes to , drag the to cell G15, then release the mouse button

Dragging the fill handle across a range of cells copies the contents of the first cell into the other cells in the range. In the range B15:G15, each filled cell now contains a function that sums the range of cells above, as shown in **FIGURE A-8**.

9. Save your work

FIGURE A-7: Creating a formula using the AutoSum button

The screenshot shows the Excel interface with the following data in the worksheet:

Quest Specialty Travel		Payroll Calculator					Week 30
Name	Hours	O/T Hrs	Hrly Rate	Reg Pay	O/T Pay	Gross Pay	
Brueghel, Pieter	40	4	16.5	660	132		
Cortona, Livia	35	0	11	385	0		
Klimt, Gustave	40	2	13	520	52		
Le Pen, Jean-Marie	29	0	15	435	0		
Martinez, Juan	37	0	13	481	0		
Mioshi, Keiko	39	0	20.5	799.5	0		
Sherwood, Burton	40	0	16.5	660	0		
Strano, Riccardo	40	8	16	640	256		
Wadsworth, Alicia	40	5	13	520	130		
Yamamoto, Johji	38	0	15	570	0		
Totals	=SUM(B5:B14)						

FIGURE A-8: Results of copied SUM functions

The screenshot shows the Excel interface with the following data in the worksheet:

Quest Specialty Travel		Payroll Calculator					Week 30
Name	Hours	O/T Hrs	Hrly Rate	Reg Pay	O/T Pay	Gross Pay	
Brueghel, Pieter	40	4	16.5	660	132		
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Le Pen, Jean-Marie	29	0	15	435	0		
Martinez, Juan	37	0	13	481	0		
Mioshi, Keiko	39	0	20.5	799.5	0		
Sherwood, Burton	40	0	16.5	660	0		
Strano, Riccardo	40	8	16	640	256		
Wadsworth, Alicia	40	6	13	520	156		
Yamamoto, Johji	38	0	15	570	0		
Totals	378	20	149.5	5670.5	596	0	