

Enter and Edit a Simple Formula

You use formulas in Excel to perform calculations such as adding, multiplying, and averaging. Formulas in an Excel worksheet start with the equal sign (=), also called the **formula prefix**, followed by cell addresses, range names, values, and **calculation operators**. Calculation operators indicate what type of calculation you want to perform on the cells, ranges, or values. They can include **arithmetic operators**, which perform mathematical calculations (see **TABLE A-2** in the “Understand Formulas” lesson); **comparison operators**, which compare values for the purpose of true/false results; **text concatenation operators**, which join strings of text in different cells; and **reference operators**, which enable you to use ranges in calculations. **CASE** *You want to create a formula in the worksheet that calculates gross pay for each employee.*

1. Click cell G5

This is the first cell where you want to insert the formula. To calculate gross pay, you need to add regular pay and overtime pay. For employee Peter Brueghel, regular pay appears in cell E5 and overtime pay appears in cell F5.

2. Type =, click cell E5, type +, then click cell F5

Compare your formula bar to **FIGURE A-11**. The blue and red cell references in cell G5 correspond to the colored cell outlines. When entering a formula, it's a good idea to use cell references instead of values whenever you can. That way, if you later change a value in a cell (if, for example, Peter's regular pay changes to 690), any formula that includes this information reflects accurate, up-to-date results.

3. Click the Enter button on the formula bar

The result of the formula =E5+F5, 792, appears in cell G5. This same value appears in cell G15 because cell G15 contains a formula that totals the values in cells G5:G14, and there are no other values at this time.

4. Click cell F5

The formula in this cell calculates overtime pay by multiplying overtime hours (C5) times twice the regular hourly rate (2*D5). You want to edit this formula to reflect a new overtime pay rate.

5. Click to the right of 2 in the formula bar, then type .5 as shown in **FIGURE A-12**

The formula that calculates overtime pay has been edited.

6. Click on the formula bar

Compare your screen to **FIGURE A-13**. Notice that the calculated values in cells G5, F15, and G15 have all changed to reflect your edits to cell F5.

7. Save your work

FIGURE A-11: Simple formula in a worksheet

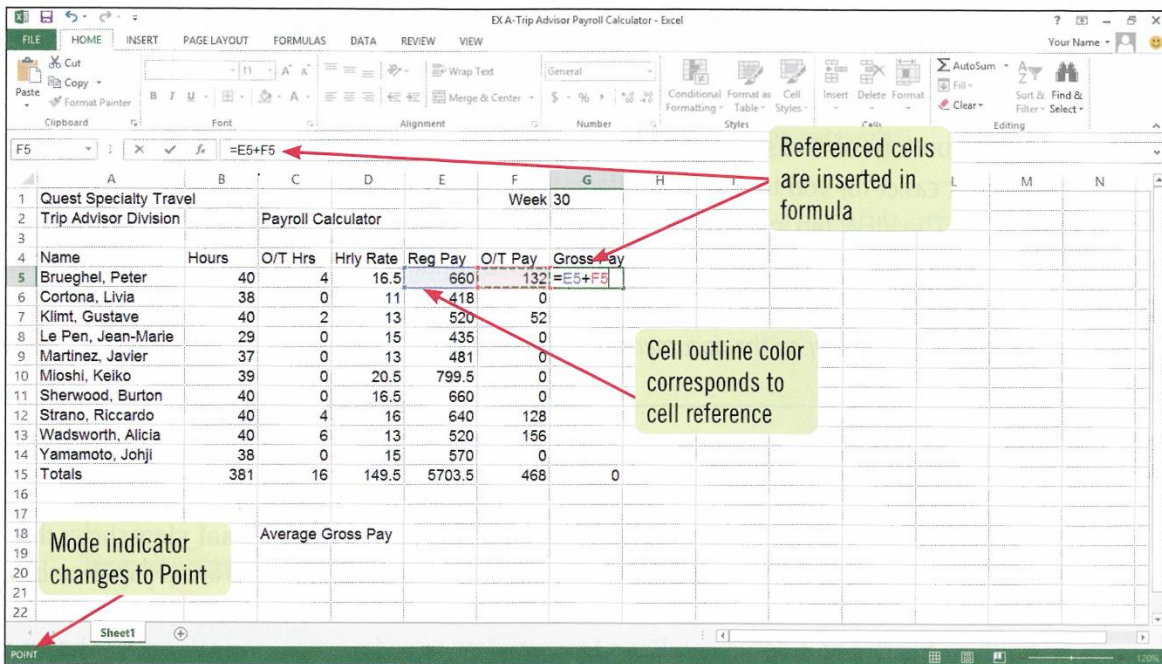


FIGURE A-12: Edited formula in a worksheet

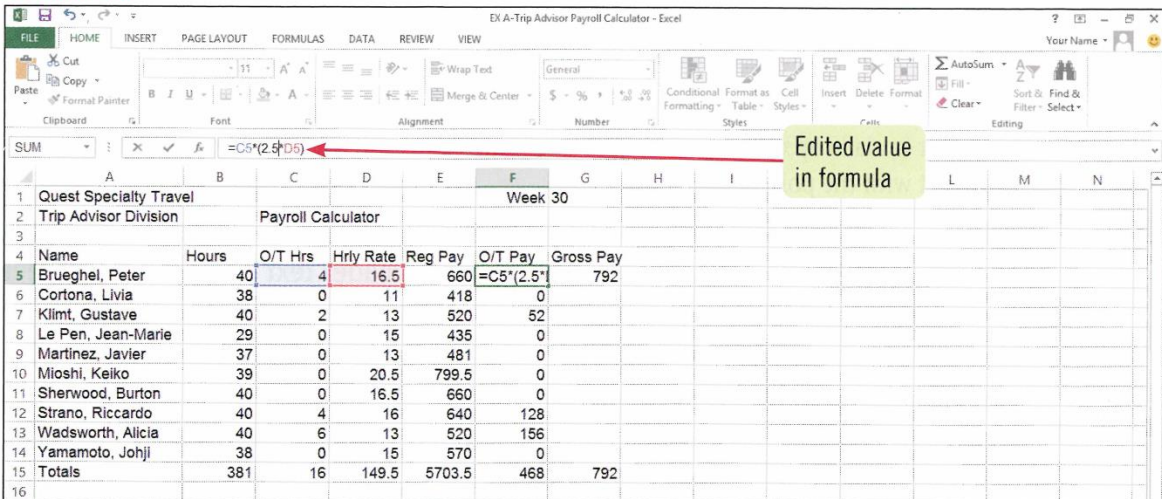


FIGURE A-13: Edited formula with changes

