

### Excel formulas

All Excel formulas start with an equal sign (=).

**Subtraction** =B3-B4 Subtracts cell B4 from B3. =500-B4

**Addition** =B3+B4, =500+B4

**Multiplication** =B3\*B4 The asterisk \* multiplies.

**Division** =B3/B4 The / divides cell B3 by cell B4.

### **Complex formulas**

=(B3+B4)\*5 This formula multiplies the sum of B3 and B4 by 5.

=SUM(B3:B7) Adds all numbers in cells B3 through B7.

### Creating Excel formulas

1. Click in the cell where your total will appear.
2. Type an =
3. Enter your formula by typing the cell references (C4) or clicking on the cells desired. Include the desired symbols (+ - \* /) into your formula.
4. When you are done with your formula, press the enter key.

Your formula will appear in the formula bar above the spreadsheet. There are pre-set formulas available in the formula bar.

- Your total cell does not have to be close to the other cells in the formula.
- The total from one or more cells can become part of another formula.

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