

“Step Sheet: Creating a Formula in Excel”

Using Microsoft Excel to Create a Formula Sheet

This step sheet will help you create formulas for making various calculations. The solutions will display two decimal places.

➤ Opening Microsoft Excel

Step 1

Click the Start menu button then point to Programs. The Programs submenu appears containing the Microsoft Excel icon.

Step 2

Click the Microsoft Excel icon to open the program.

Step 3

A new blank workbook automatically appears. If not, click File then New, and select a new blank workbook from the dialog box.

When the new workbook opens, a blank spreadsheet appears, ready to accept your text and data.

Alternately, you can work within an existing Excel workbook. You need to have data in the spreadsheet to use in the formula.

➤ Creating the Formula using the Formula Toolbar

Step 1

Select the cell where your formula is to be created.

Step 2

Click the = sign on the formula toolbar, located at the upper leftmost corner of your open spreadsheet.

Step 3

Enter your formula parameters. Click any cell containing data you want to use in your formula at the appropriate time. Enter any needed mathematical operators and any other symbols as required.

Step 4

When your formula has been correctly constructed, click OK on the formula toolbar or press Enter. The formula will perform its calculation.

➤ Creating a Formula using Paste Function

Step 1

Select the cell in which you wish to create your formula.

Step 2

Click the Paste Function button on the standard toolbar (the symbol looks like an f and x combined). The Paste Function window appears.

Step 3

Select the Function Name you wish to use. Change the list of available function names by selecting various categories in the Function Category list. Click OK.

Step 4

Using the provided fields, enter the appropriate variables and selected cells or ranges of cells. If you construct the formula incorrectly, Excel will prompt you to make a correction. If you construct the formula correctly, Excel will accept the results, and the cell you selected will now automatically perform the designed calculation.

➤ **Extending Formulas to Additional Cells**

Step 1

Once you have created a formula, you can extend it to a range of adjacent cells. Click the cell containing the formula and select the handle at the lower right corner of the cell. Press and drag through as many cells as desired. The formula is now active in all these cells. This can be a real timesaver!