Using Excel
Equations

• Equations start with an equals sign
• The cells are identified by a column letter and a row number, i.e. B5 or f3
• When entering an equation, if you click on a cell, it will put the cell address in the equation

=A5 * B$2
Extending Equations

• If you click on the square in the lower right corner and drag it to adjacent cells, the equation will be copied with cell addresses updated

![Excel spreadsheet with equation A1*7 in cell B1, and formulas copied to adjacent cells.](image)
Preventing Cell Update in Equation

• When you drag an equation, all of the cell addresses are updated.

• If you put a $ before the row number, the row number will not be updated when dragged.

• If you put a $ before the column letter, the column letter will not be updated when dragged.
Excel Functions

- Excel has many built-in functions
- Some commonly used functions are
  
  \[ =\text{sum}( \text{range} ) \]
  
  \[ =\text{average}( \text{range} ) \]
  
  \[ =\text{power}( \text{number}, \text{exponent} ) \]
  
  \[ =\text{min}( \text{range} ) \]
  
  \[ =\text{max}( \text{range} ) \]
Formatting Cells

• You can right click a cell or group of cells and select “Format Cells”
• Under “Number” you can specify the number of decimal digits to display