



**Using Excel**

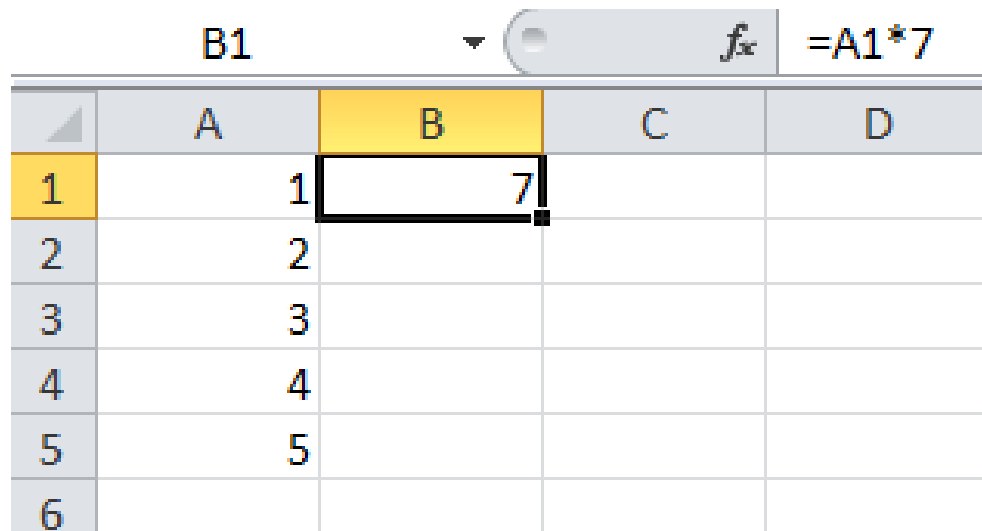
# Equations

- 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

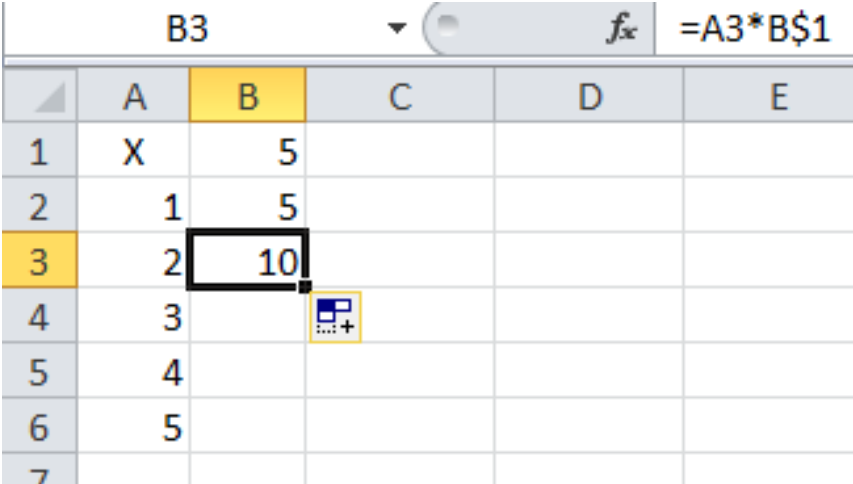


The image shows a screenshot of an Excel spreadsheet. The active cell is B1, which contains the formula  $=A1*7$ . The formula bar at the top shows the formula  $=A1*7$ . The spreadsheet has columns A, B, C, and D, and rows 1 through 6. The cell B1 is highlighted in yellow, and its value is 7. The cell B2 is also highlighted in yellow, and its value is 14. This illustrates how the formula is copied and adjusted when dragged to adjacent cells.

	A	B	C	D
1	1	7		
2	2	14		
3	3			
4	4			
5	5			
6				

# 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
- dragged



	A	B	C	D	E
1	X	5			
2	1	5			
3	2	10			
4	3				
5	4				
6	5				
7					

# Excel Functions

- Excel has many built in functions
- Some commonly used functions are

=sum( *range* )

=average( *range* )

=power( *number, exponent* )

=min( *range* )

=max( *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

