

Excel 2000

Performing Basic Calculations

In this lesson you will learn to perform simple calculations:

- *Look at Spreadsheet Solutions*
- *Delete Sheets*
- *Rename Sheets*
- *Learn about the order of Preference*
- *Add Data*
- *Formulas*
- *Copy Cell Formatting*
- *Format Table Design*

Excel 2000 has plenty of solutions should you need them that you can customise according to your company or home use. For now we will work on the main workbook, so close this option, by clicking on the cross in the top left corner of your screen and pressing don't save.

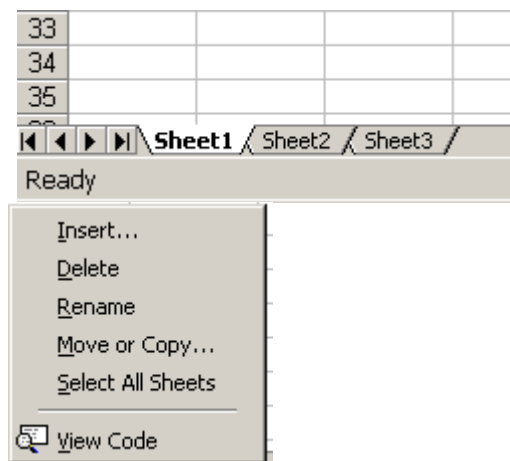
Delete Sheets

In the main new workbook, you will see cells from A to IV along the top row and numerous rows along the side, which are numbered. Along the bottom of the numbered cells we see that we have 3 worksheets in this workbook. Right click on your mouse and choose Delete.

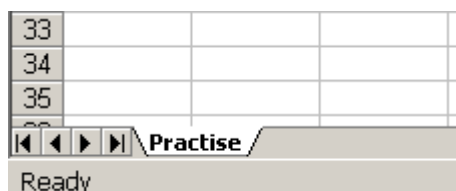
Rename sheets

To rename a sheet, click on Rename, on the same dialogue box. Another way to rename a sheet is to click on the sheet name until it is selected and simply type in the new name.

As we only need one sheet, delete the others by clicking on the tab, then right clicking on your mouse to reveal the menu shown, Click on delete to delete the sheet.



Click on the option for Rename on the first tab Or Sheet 1 and name it Practise.



The bottom of your Worksheet should now look like this.

Add Data

When we want to create a formula we must enter in the cell references in order to obtain the sum. The cell references are the letters on the top of the Worksheet for the column. With Numbers alongside of the Sheet for the Rows. A cell reference would be where the row and column meet.

If we wanted to add cell reference A2 to cell reference A3 we would insert A2+A3.

Sometimes, when working with formulas it is necessary to give a range of cells. We would do this by naming the first cell reference, adding an ‘:’ and then the last cell reference. An example of this would be B4:B10 to give us the range of cells from B4 along to B10.

The basic formulas are:

+	Addition
-	Subtraction
/	Divide
*	Multiply

Order of Preference

In **Excel 2000**, formulas are given an order of precedence. This comes into play when you try and do multiple formulas. For eg. =A3-B3*A7. This formula would multiply the amount in B3 and A7 then subtract A3.

This is fine if that is what we wanted to do. But what I had in mind was A3-B3 and then to multiply it by the amount in A7. Because **Excel 2000** uses precedence’s the answer would be wrong.

The order of Preference is Multiplication and Division takes precedence over addition and subtraction.

To counteract this it is important to put the first sum in a bracket, **Excel 2000** will then know to do that sum before the next. =(A3-B3)*A7 would give us the correct answer.

You must tell **Excel 2000** that you want to do a sum by inserting the = sign. **Excel 2000** works with dates, texts and many other formulas and functions.

Formulas

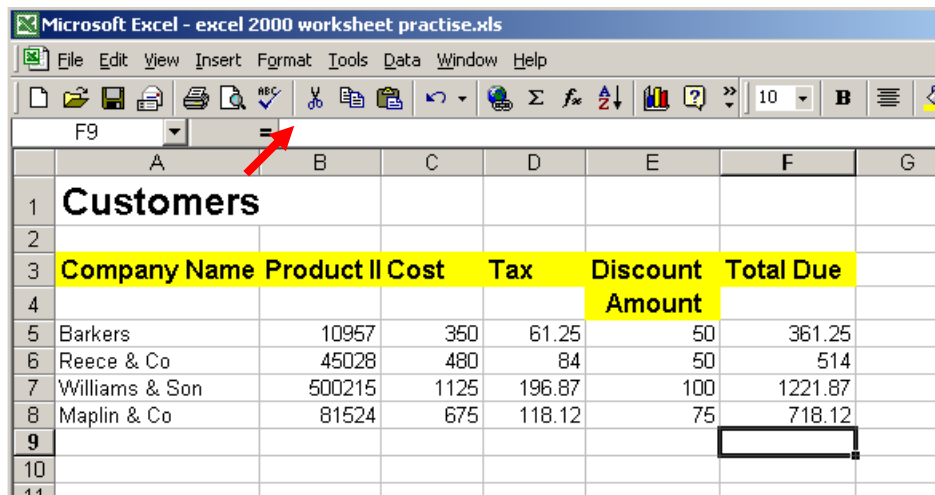
Let's enter some data and practise the formulas.

Enter the following Table. Use the Standard and formatting toolbars as usual in **Excel 2000** when you want to change the look of the Table.

	A	B	C	D	E	F	G
1	Customers						
2							
3	Company Name	Product ID	Cost	Tax	Discount	Total Due	
4					Amount		
5	Barkers	10957	350	61.25	50		
6	Reece & Co	45028	480	84	50		
7	Williams & Son	500215	1125	196.87	100		
8	Maplin & Co	81524	675	118.12	75		
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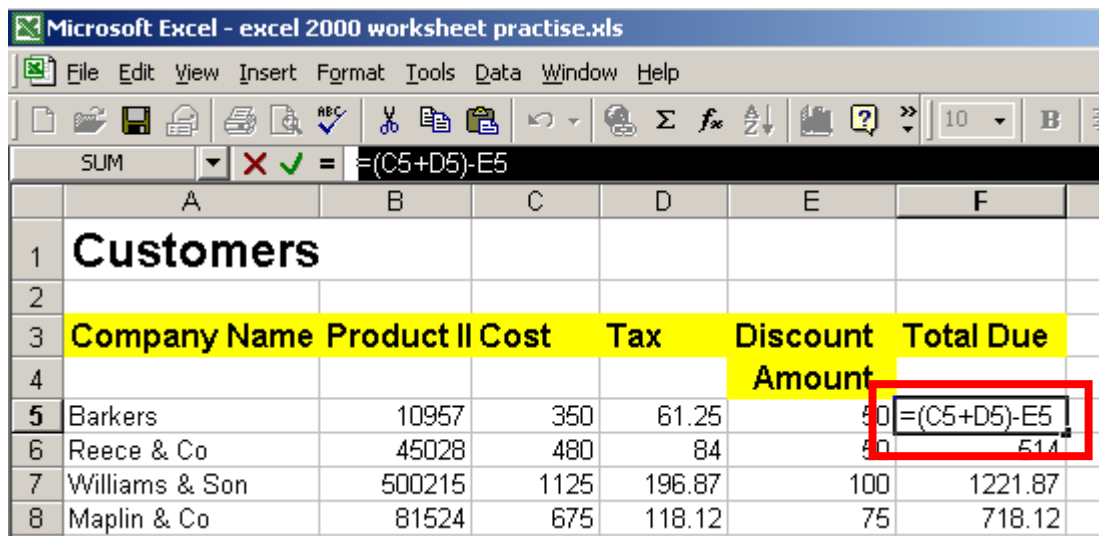
We need to add the cells in Column C to Column D less the discount of column E to find the total for Column F. The formula we would enter in the formula bar is $=(C5+D5)-E5$ ' = ' we must add before we subtract so we enter the formula in a (bracket so that Excel knows to do this sum first. C5 for the first cell reference. + as we want to do an addition. D5 for the second cell reference. Close bracket, - minus E5. Once we have clicked our cursor into the cell where we want the formula to be.

You will find that **Excel 2000** inserts the answer into the cell that we want the answer to be. When you have press return.



Formula bar indicated

Excel will also insert the formula you enter onto the formula bar automatically. If your formula has not inserted itself on the formula bar, ensure that you have added the = sign before the formula, then check you have put the right cell number and letter into a bracket for example $=(C5+D5)-E5$ then press enter.



Copy Cell Formatting

Once we have entered in our formulas. It is time to calculate the totals.

Select the column where you want to add the total.

	Tax	Discount	Total Due
		Amount	
350	61.25	50	361.25
480	84	50	514
125	196.87	100	1221.87
675	118.12	75	718.12

Clicking on the first cell until you have a black square handle and then dragging with your mouse until the whole column is selected. As shown on the right. On letting go of the mouse your answers will be inserted for all of the totals.



Another way to add total is to click on the auto sum button at the top of your standard and formatting toolbars.

This button is handy for addition, click on it now. To get the total of all the sub totals. Do this for all of the Totals, the Cost, and the Tax as well as the main total.

	A	B	C	D	E	F
	Customers					
	Company Name	Product ID	Cost	Tax	Discount	Total Due
					Amount	
	Barkers	10957	350	61.25	50	361.25
	Reece & Co	45028	480	84	50	514
	Williams & Son	500215	1125	196.87	100	1221.87
	Maplin & Co	81524	675	118.12	75	718.12
			2630	460.24	275	2815.24

Format Table Design

You can make the Totals stand out by clicking on **Format/Cells/** and choosing to underline the total, you can colour the cell, or place a border around it. You can do all sorts of formatting to make your table more attractive. Using the options on this dialogue box.

