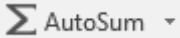
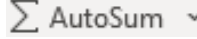
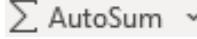

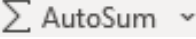
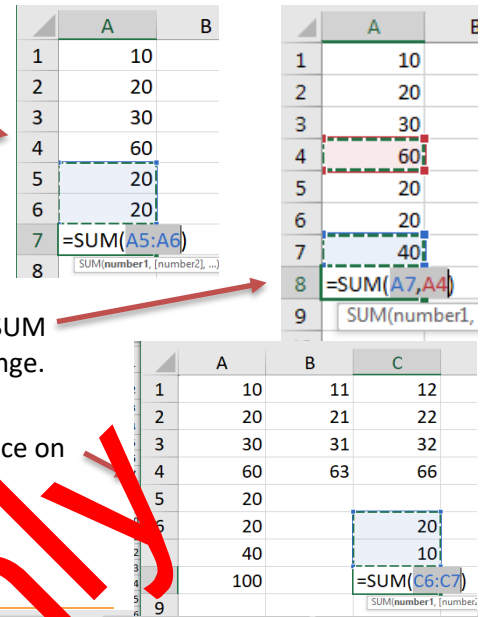


FORMULAS & FUNCTIONS

EXERCISE - HOW AUTOSUM DECIDES WHAT TO ADD






- Click in **A5**. Type **20**. Click in **A6**. Type **20** again. Click in **A7**. Click twice on .
 - The answer is 40, not 160. When Excel “looks up” to find cells to total one of 3 things will stop it – another SUM formula, a text cell or a blank cell. In this example, the SUM in A4 prevents Excel including this or any cells above it in our total at the bottom.
- Go to cell **A8** and click  once. Notice Excel selects the two SUM cells. This is by design so that you can add subtotals you might place in a range. Click again on  or **Enter** on .
- Go to cell **C6** and type **20** then **C7** and type **10**. No go to cell **C8** and click twice on . Cell **C5** is blank, so AutoSum still stops there.
- Delete cells **A5** through **F7**. (Select the cells and press the **Delete** key).

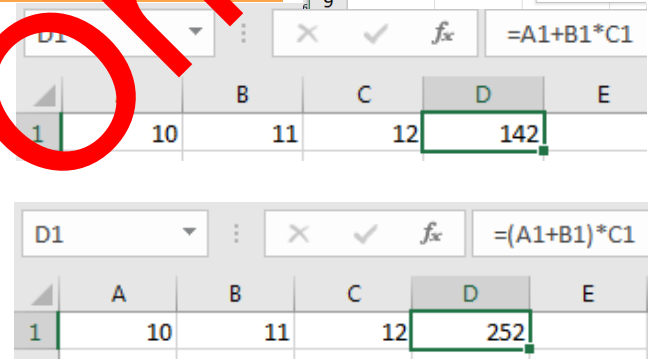


	A	B
1	10	
2	20	
3	30	
4	60	
5	20	
6	20	
7	=SUM(A5:A6)	
8	=SUM(A7,A4)	
9	SUM(number1, number2, ...)	

	A	B	C
1	10	11	12
2	20	21	22
3	30	31	32
4	60	63	66
5	20		
6	20		
7	40		
8	100		
9			

EXERCISE - FORMULAS

- Click in **D1**.
 - Assume that the number in A1 represents how many of an item you have in your Toronto store; B1 how many you have in Mississauga and C1 how much each item is worth.
- In **D1**, type **=** then click on **A1**. Cell D1 should now read **=A1**. Try clicking on another cell – say you’d clicked A1 by accident. Excel will adjust the formula correctly.
- Click back on **A1** and type **+**. Now click on **B1**. Type ***** and then click on **C1**. The formula in **D1** should now say **=A1+B1*C1**. Press **Enter** or click .
 - The answer of 142 is wrong because of the order of operations rule (see page 1).
- Edit the formula so that it reads **=(A1+B1)*C1**.
 - Press **Enter** or click . This should display the correct answer 252.
- Click in **D2** and do the following steps in order:
 - Type **=** and then **(** then click on **A2** and type **+** then click on **B2**, and type a **)** then type ***** and click on **C2**. Press **Enter** or click .
 - Try to do the formula for row 3 on your own.
- In **D4**, add up all the totals above.
 - Click in **D4** and then click *twice* on  or select **D1** through **D3** and then click *once* on .
- Save the file.



	A	B	C	D	E
1	10	11	12	142	
2				252	

Jetson's Hardware

- Open the called **Reference Manual Exercises - Excel 1B.xlsx** and go to the **Jetson's** sheet.
- Create the formula in **D9** to calculate the total sales for **Drill Bits** **=B9*C9**.
- For practice, create the totals for the other items and then total them all up at the bottom (in **D14**).
- Save the file when done.

	A	B	C	D	E
1					
2					
3	Jetson's Hardware				
4	Product Sales				
5					
6					
7					
8	Product	Units Sold	Unit Price	Total Sales	Formulas in Column B
9	Drill Bits	425	1.89	803.25	=B9*C9
10	Screwdrivers	1438	2.69	3868.22	=B10*C10
11	Saws	104	1.68	174.72	=B11*C11
12	Hammers	700	2.25	1575	=B12*C12
13	Sandpaper	2120	3.29	6974.8	=B13*C13
14	Total			13395.99	=SUM(D9:D13)