Excel Spreadsheet Formulas

It may be helpful to print a spreadsheet and have the formulas show to have a record of how the calculations were done. To print a spreadsheet with the formulas displayed instead of the results:

1. On the MENU, click TOOLS, OPTIONS
2. Select the VIEW Tab
3. Click in the box next to the word FORMULA
4. Click OK.

Now instead of the results of a calculation, the spreadsheet will display the formula. To display the results of a calculation (rather than the formula) follow the steps above and uncheck the box next to the word FORMULA.

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