

## Excel Formulas

Sample of creating a simple sum formula using Excel

### A. Creating a Formula (Sum Formula)

1. Select Cell for result
2. Type: = equal sign
3. Type the Formula (e.g. B4+B5+B6)
4. Enter Formula, or click the green check sign in the Formula Bar.

### B. Total June Sales – using Sum Formula

1. Added #s in your June (for example) column
2. Type = (the equal sign is the starting/entering of a formula)  
= the equal sign appears in the Formula Bar, and the word SUM is displayed on the left end of the bar (the Formula Palet)
3. Select the 1<sup>st</sup> # to be added. (Moving broken line around the selected cell is called the Marque. The Cell Address is in the Result Cell and also in the Formula Bar.
4. Type + sign (Marque disappears).
5. Select next cell to be added. Type + sign. Repeat until the final cell to be added has been selected.
6. Enter or click the green check mark in the Formula Bar. Excel adds #s, and displays the result in the Total Cell. The Formula is still displayed in the Formula Bar.

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