
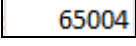
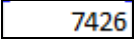



Microsoft Excel 2010 Introduction

Creating Simple Formulas

Entering Formulas

Step	Action
1.	Task: You will enter a formula in cell B18 which will calculate the net profit for District 1 . This will involve deducting the expenses from the total sales.
2.	Select the cell in which you want to create a formula. In this example, choose cell B18 . Click the B18 cell. 
3.	Start typing the formula. Enter the desired information into the B18 field. Enter a valid value e.g. "=".
4.	Build the formula by adding the relevant cell references. In this example, click the cell containing the current value of total sales. Click the B16 cell. 
5.	Continue building the formula by typing the correct mathematical operator. Enter the desired information into the B18 field. Enter a valid value e.g. "-".
6.	Continue building the formula. In this example, click the cell containing the current value of expenses. Click the B17 cell. 
7.	The formula is complete. Confirm the entry. Press [Enter] .
8.	Results: The formula has been entered, and now calculates the net profit. Should you update the values in either of the cells referenced by the formula, Excel will automatically update the result.
9.	Task: You will now enter a formula in cell C17 which will calculate the expenses for District 2 as a specific fraction of the total sales.
10.	Select the next cell in which you want to create a formula. In this example, choose cell C17 . Click the C17 cell. 
11.	Start typing the formula. Enter the desired information into the C17 field. Enter a valid value e.g. "=".

Step	Action
12.	<p>Build the formula by adding the relevant cell references. In this example, click the cell containing the current value of total sales.</p> <p>Click the C16 cell.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">18400</div>
13.	<p>Continue building the formula by typing the correct mathematical operator.</p> <p>Enter the desired information into the C17 field. Enter a valid value e.g. "*".</p>
14.	<p>Continue building the formula by typing the desired fixed value.</p> <p>Enter the desired information into the C17 field. Enter a valid value e.g. "0.08".</p>
15.	<p>The formula is complete. Confirm the entry.</p> <p>Press [Enter].</p>
16.	<p>Results: The formula has been entered, and now calculates the expenses. Should you update the value in the cell referenced by the formula, Excel will automatically update the result. You could also update the fixed value in the formula, if you wished.</p>
17.	<p>This topic showed how to enter formulas.</p> <p>End of Procedure.</p>