



## MS Excel Students Note

### Formulas

Formulas are used to perform calculations in a spreadsheet.

Calculation	The symbol	The name of the symbol
Addition	+	Plus sign
Subtraction	-	Minus sign
Division	/	Forward slash
Multiplication	*	Asterisk

We always use the formula with the equal (=) sign.

Ex:

**Let's subtract 30 from 100 and get the answer into B6 cell.....**

Now let's start to write the formula.

First start the formula with the equal sign, next Sum and then open the bracket...

=sum(

100 is in cell B2.. So type or select B2

=sum(B2

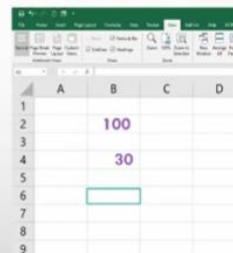
The subtraction symbol is minus sign - ..... Type the -

=sum(B2-

30 is in cell B4 .. So type or select B4 and close the brackets...

=sum(B2 - B4)

Press Enter key.. Now the answer should be present in B6 cell.



**Let's multiply 5 from 10 and get the answer into E2 cell.....**

Now let's start to write the formula.

First start the formula with the equal sign, next Sum and then open the bracket...

=sum(

5 is in cell B2.. So type or select B2

=sum(B2

The multiplication symbol is asterisk \*..... Type the \*

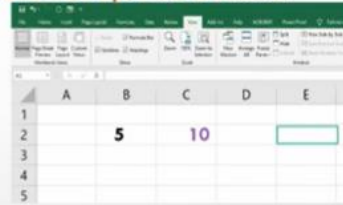
=sum(B2\*

10 is in cell C2.. So type or select C2 and close the brackets...

=sum(B2\*C2)

Press Enter key..

Now the answer will appear in to the E2 cell.



**Let's divide 20 from 5 and get the answer into E2 cell.....**

Now let's start to write the formula.

First start the formula with the equal sign, next Sum and then open the bracket...

=sum(

20 is in cell B2.. So type or select B2

=sum(B2

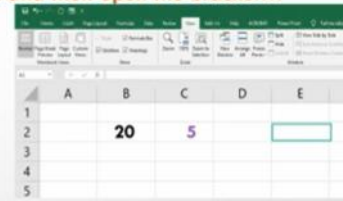
The division symbol is forward slash /..... Type the /

=sum(B2/

5 is in cell C2.. So type or select C2 and close the brackets...

=sum(B2/C2)

Press Enter key.. Now the answer should be present in E2 cell.



### Activity

Write the formulas for the given sums.

1. A2+B4
2. F6-O9
3. E13×C1
4. H9÷D3

## Average function

To calculate an average, MS Excel adds up the values in selected range and then divides that total by the number of non-blank cells in the range.

	A	B	C	D	E	F	G	H
1								
2			Q1	Q2	Q3	Q4	Average	
3		John	321	124	244	311	=AVERAGE(C3:F3)	
4		Maria	546	456	321	233	AVERAGE(number1, [number2], ...)	
5		Bob	963	412	236	963		
6		George	253	255	655	521		
7		Lucy	123	233	233	522		
8		Average						
9								

## Activity

Find the average marks of each student by using you MS Excel spreadsheet in your devices.

Write the answers in the writing book.

	A	B	C	D	E	F
1						
2			Q1	Q2	Q3	Q4
3		John	321	124	244	311
4		Maria	546	456	321	233
5		Bob	963	412	236	963
6		George	253	255	655	521
7		Lucy	123	233	233	522
8		Average				
9						
10						