Formulas, Functions and Charts

Using Formulas for Numbers (Addition, Subtraction, Multiplication & Division)

A formula consists of special code, which is entered into a cell. It performs some calculations and returns a result, which is displayed in the cell.

- A formula always begins with an equal sign (=). A formula is an equation whose result is shown in the cell.
- A cell containing a formula displays the formula’s result.
- When selecting a cell containing a formula, the formula is always displayed in the formula bar.

Using Arithmetic Formulas

Arithmetic formulae are most common type of formula. They combine numbers, cell addresses, and function results with mathematical operators to perform calculations.

Table below summarizes the mathematical operators used in arithmetic formulas.

<table>
<thead>
<tr>
<th>Operator</th>
<th>Name</th>
<th>Formula</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>+</td>
<td>Addition</td>
<td>A1 + A2</td>
<td>45</td>
</tr>
<tr>
<td>-</td>
<td>Subtraction</td>
<td>A1 - A2</td>
<td>-5</td>
</tr>
<tr>
<td>*</td>
<td>Multiplication</td>
<td>A1 * A2</td>
<td>500</td>
</tr>
</tbody>
</table>
AutoSum

AutoSum feature of spreadsheet automatically calculates the sum of values in adjacent columns or rows. You need not to type the sum function. AutoSum is found on the formula bar itself.

Steps for AutoSum:

- Click on the cell where you want to apply AutoSum (In example below, D5 cell)
- Click on AutoSum button available on the formula bar
- The sum formula \( \text{=sum (B5:C5)} \) automatically appears on D5 cell
- Press the Enter key to complete the formula.
- Drag the AutoFill handle to automatically copy the formula respectively to each cell.