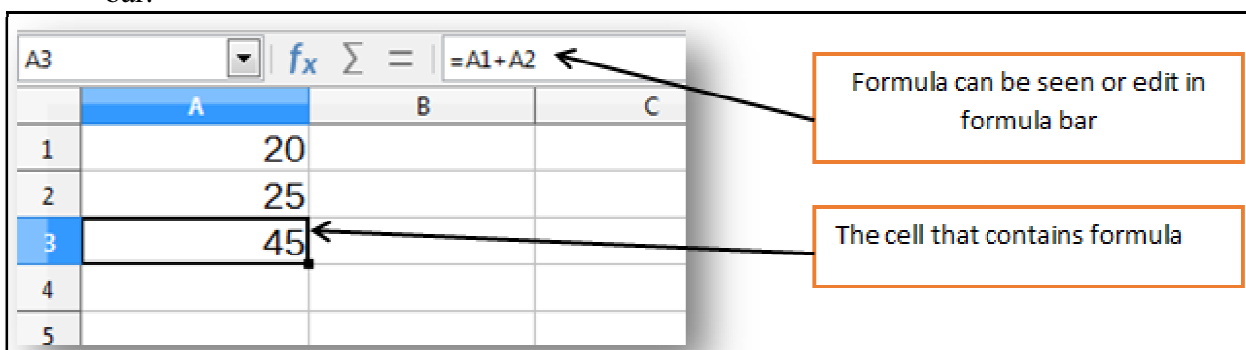


Formulas, Functions and Charts

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.

Operator	Name	Formula	Result
+	Addition		45
-	Subtraction		-5
*	Multiplication		500

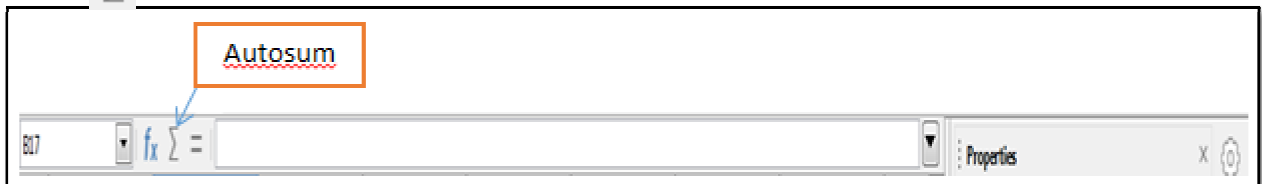
NIELIT GORAKHPUR

/	Division	A		0.8
		1	20	
		2	25	
		3	=A1/A2	

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 Σ 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 Σ on available on the formula bar
- The sum formula **=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.

	A	B	C	D
1	ABC Schools			
2	Marks of class 5th			
3				
4	Name	Marks1	Marks2	Total
5	Rakesh	67	56	
6	Mahesh	76	45	
7	Suresh	87	58	
8	Radha	56	89	
9	Ram	75	78	
10	Shyam	65	67	
11	John	76	87	
12	Pinku	45	98	
13	Johnny	76	67	
14	Karan	78	68	
15	Raj	65	62	
16	Divya	87	83	
17	Total			
18				

Here, =sum(B5:C5)
automatically appear in
D5 cell by clicking
 Σ on button

	A	B	C	D
1	ABC Schools			
2	Marks of class 5th			
3				
4	Name	Marks1	Marks2	Total
5	Rakesh	67	56	
6	Mahesh	76	45	
7	Suresh	87	58	
8	Radha	56	89	
9	Ram	75	78	
10	Shyam	65	67	
11	John	76	87	
12	Pinku	45	98	
13	Johnny	76	67	
14	Karan	78	68	
15	Raj	65	62	
16	Divya	87	83	
17	Total			
18				

Here, =sum(B5:B16)
automatically appears
in B17 cell by clicking on
 Σ button