

Using percentages

Entering percentages

See page 20

Finding the percentage of a number

e.g. What is the VAT on a £100?

1. Click on the cell where you require the answer
2. Type the = sign
3. Click on the cell containing the percentage, e.g. 17.5% for VAT
4. Type the asterisk to signify multiplication
5. Click on the cell containing the number you wish to find a percentage of, e.g. £100
6. Press enter or click on the green tick

Finding one number as a percentage of the other


e.g. Finding out what percentage of your salary your rent takes up

Entering the formula

	A	B	C
1	<i>Home Budget</i>		
2			
3	<i>Income</i>	£2,000.00	
4			
5	<i>Expenditure</i>		<i>Percentage of salary</i>
6	Rent	£ 200.00	=B6/B3
7	Food	£ 150.00	

Completed formula

	A	B	C
1	<i>Home Budget</i>		
2			
3	<i>Income</i>	£2,000.00	
4			
5	<i>Expenditure</i>		<i>Percentage of salary</i>
6	Rent	£ 200.00	10%
7	Food	£ 150.00	

1. Click on the cell where you require the answer
2. Click on the rent figure (B6 in the example above)
3. Press the forward slash to indicate division
4. Click on the salary figure (B3 in the example above)
5. Press enter or click on the green tick
6. Select the cell where you have the answer
7. Click on the percentage icon 

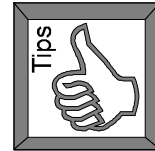
This cell should be the figure you are trying to display as a percentage

This cell should be the figure you are trying to find the percentage of

The answer will be displayed as a decimal

Test your formulas with simple numbers

If you are not sure that your formulas are working, test them out with simple numbers first of all. You can replace these numbers later.



Converting a number to a percentage

1. Click on the cell you wish to change
2. Click on the percent icon

