

## Creating a formula

To enter a formula follow the steps below

1. Click on the cell where you require the answer
2. Type the = sign
3. Click on the first cell involved in your calculation

*Flashing lines will appear around the cell*

*The cell reference will be inserted into the formula*

4. Type the maths symbol you are using (see below)
5. Click on the next cell involved in your calculation

*Flashing lines will appear around the cell*

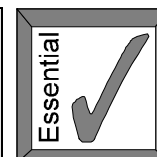
*The cell reference will be inserted into the formula*

6. Repeat steps 4 & 5 if you need to add more to your calculation
7. Press enter or click on the green tick to confirm the formula

Once the formula is confirmed the answer will appear in the cell, and the formula will appear on the formula bar.

### ***Always use cell references in formulas – and never numbers!***

*Although formulas will still work if you use numbers instead of cell references, it is never advisable. Using cell references mean that if the number contained in the cell should change, the formula will update to show the correct answer. So your spreadsheet is always correct!*



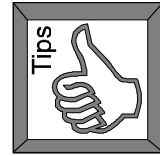
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## Mathematical symbols

- Press + To perform an addition
- Press - To perform a subtraction
- Press \* To perform a multiplication
- Press / To perform a division

**Use the number keypad!**

*The easiest way of typing the mathematical symbols is to use the keys around the number pad on the right hand side of the keyboard.*



**Precedence of calculation**

Calculations are not simply done from left to right. Below is the order in which all calculations are performed.

Priority	Symbol	Explanation
1	( )	Anything in brackets is done before anything outside the brackets is even considered
2	^	Raises a number in order of magnitude: raises it to the power of something else. E.g. 3 <sup>2</sup>
3	* /	Multiply and divide are on the same level. Whichever is furthest left in the formula is therefore done first
4	+ -	Plus and minus are on the same level. Whichever is furthest left in the formula is therefore done first.

The acronym for this is BODMAS

**B**rackets **O**rder **D**ivide **M**ultiply **A**dd **S**ubtract