

Section 2: Creating a Notebook

@ functions Cancel

Navigate Macros Enter Input line

A:F8		@ { } X ✓		+C8+D8+E8			
	A	B	C	D	E	F	G
1							
2			Bob's Boats				
3			Sales Report				
4							
5			1995	1996	1997	Region Total	
6							
7	REGION 1		1024	1000	989	3013	
8	REGION 2		2599	500	798	+C8+D8+E8	
9	REGION 3		3456	1000	723		
10	REGION 4		5647	4536	890		
11	REGION 5		9284	890	1000		
12	Yearly Total						
13							

Figure 2-3: The Spreadsheet with a Formula Created by Typing

METHOD

To create a formula by typing:

1. Select the cell where the formula results are to appear.
 2. Press the plus sign (+) to designate the entry as a formula.
 3. Type the appropriate cell references and mathematical operators.
 4. Click the Enter button.
- or
4. Press ENTER

EXERCISE

In the following exercise, you will enter formulas to calculate the sums (totals) of blocks.

1. Open Sales Report 1
2. Select cell F5