

## 07 Simple Formulas

### Introduction

One of the most powerful features in Excel is the ability to **calculate** numerical information using **formulas**. Just like a calculator, Excel can add, subtract, multiply, and divide. In this lesson, we'll show you how to use **cell references** to create simple formulas.

Click the link below to view the video:

▶ Link: [Simple Formulas](#)

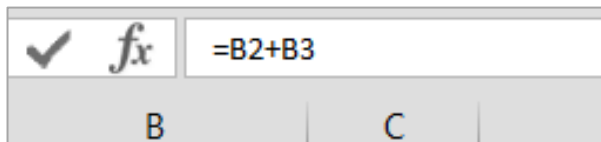
### Exercise 07a

Complete the exercise below.

- Open 07 EXCEL EXERCISE > **Excel 07a Template SIMPLE FORMULAS**
- File > Save As > **My Documents**
- Name your file: **Excel 07a YourFirstNameLastInitial SIMPLE FORMULAS**  
Click **Save**.

Create a formula in cell **B4 Total Budget** to add **cells B2 June Budget** and **B3 July Budget**:

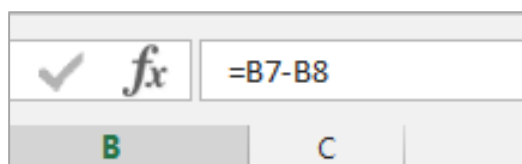
- Start** the formula with an equal sign =  
**Type B2**  
**Type + (symbol for addition)**  
**Type B3**  
**Press** the enter key



- Increase the June Budget: **Type: 6,000** into **Cell B2**.  
The Total Budget should update automatically.

Create a formula in cell **B9 Total Remaining** that **subtracts Inventory Cost** from **Budget Total**:

- Start** the formula with an equal sign =  
**Type B7**  
**Type - (symbol for subtraction)**



**Type B8**

**Press** the enter key

Create the formula for total Cost, *quantity x price per unit* in cell **G4** using the **point-and-click method**:

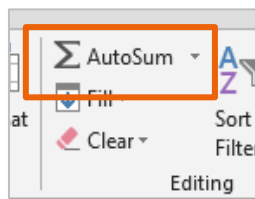
- Click** your cursor in cell G4  
**Start** the formula with an equal sign =  
**Click** cell E4 (15)  
**Type** \* (symbol for multiply)  
**Click** cell F4 (\$8.75)  
**Press** the enter key

Quantity	Price Per Unit	Total Cost
15	\$8.75	=E4*F4

- Duplicate the formula** in cell **G4** into cells G5, G6, and G7 using the fill handle. The fill handle will duplicate the formula so you don't have to type a new formula in every cell.

Orders	
Price Per Unit	Total Cost
\$8.75	\$131.25
\$2.59	
\$14.25	
\$11.99	

- Select cells E4 to E7 under the heading *Quantity*: 15, 18, 9, 12.
- In the Formulas Tab, click **AutoSum > Sum**.  
*This function will automatically add up the cells a place a total in the next blank cell.*



- Use the **Auto Sum > Sum** to fill in **cell F8 Price Per Unit** and **cell G8 Total Cost**
- Follow the same print specifications as exercise 07b.

## Exercise 07b

*Complete the exercise below.*

- Open 07 EXCEL EXERCISE > **Excel 07b Template SIMPLE FORMULAS**
- File > Save As > **My Documents**
- Name your file:  
**Excel 07b YourFirstNameLastInitial SIMPLE FORMULAS**  
Click Save.
- Use the Auto Sum tool in cell **B16** to total the Quantity of Items Ordered.
- Use the Auto Sum tool in cell **D18** to calculate the **Total Cost**
  
- If you would like to print your documents, use the following settings:**
  - a. Black Printer
  - b. Print Active Sheets
  - c. Landscape Orientation
  - d. Select Narrow Margins
  - e. Fit Sheet on One Page
  - f. Leave the remaining settings as is (default settings)
  
- Save your assignments and email them to your instructor.**