Editing Formulas
This guide will show you how to edit formulas that you have already entered into a cell in Microsoft Excel.

**Step 1**
Double click in a cell that contains a formula. This opens up the cell so the function and reference cells can be edited.

**Step 2**
To change the function, delete the current function and start typing the name of the desired function. Choose the function from the drop down list that appears.

**Step 3**
To change the referenced cell, highlight the current cell in the formula. Then click on the cell to be referenced.

More Information
For access to additional information, tutorials and workshops, please visit the Center for Academic Technology website, [http://www.butler.edu/it/cat](http://www.butler.edu/it/cat), contact any Center for Academic Technology staff member at training@butler.edu, or contact the Information Commons desk in Irwin Library at infocommons@butler.edu or 940-9235.

Bibliography

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