Creating Formulas
This guide will lead you to understand how to create formulas to complete different arithmetic operations in Microsoft Excel 2007.

**Step 1**
All formulas start with an equals sign. Click on the cell that will contain the formula and press “=” on the keyboard.

**Step 2**
Reference the cell address instead of entering numbers. Point and click cells to use as reference cells.

**Step 3**
Type in the arithmetic function to be performed. For example, type “+” to add two cells together.

**Step 4**
Click the next cell to be referenced. The final function should look similar to “=C2+D2.” Hit the enter key on the keyboard to complete the function.

**Step 5**
The answer is displayed in the cell but the formula is displayed in the formula bar up top.

**Step 6**
Changing the value in one of the reference cells changes the answer without having to rewrite the formula.
More Information
For access to additional information, tutorials and workshops, please visit the Center for Academic Technology website, 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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