Understanding Absolute Cell Referencing

This guide will show how to set a cell for absolute referencing in Microsoft Excel. Absolute referencing is used when one static value is to be used in a formula. Instead of copying this cell multiple times using relative referencing, a user can use the absolute referencing feature to use one cell value in multiple formulas.

**Step 1**
Enter a formula in the desired cell.

**Step 2**
Highlight the cell name in the formula that is to be absolute referenced.

**Step 3**
To create an absolute reference cell, hit the F4 key on the keyboard. Excel will place dollar signs before the row name and the column name, meaning that both the row and the column will remain absolute referenced.

**Step 4**
Press Enter to accept the formula.

**Step 5**
Drag the anchor of the cell containing the formula. All of the following cells will also contain the absolute reference.
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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