

## Hide menu

## Working with formulas and functions

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## Sorting and filtering data

## Apply range in Excel

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# Exercise: Getting started with formulas

**Note:** You can pass this course and all graded assessments without access to the downloadable version of Excel.

## How to complete this exercise

To complete this exercise, you will need access to Microsoft 365 Excel.

**Note:** Keep in mind that if you are using free Office for the web or another version of the Microsoft 365 Excel application some features covered in this exercise may not be available.

## Free Office for the web

If you do not have access to Microsoft 365 Excel, you can use Free Office for the web. This version of Office allows you to view and edit files in apps like Word, Excel, and PowerPoint. This free service is available to anyone with a Microsoft account.

## Access Microsoft Account

[Log in to your Microsoft account.](#) Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select No account? Create one!

## Let's get started!

You have been asked to complete a pricing sheet that incorporates packaging costs and discounts, but you notice that some of the formula are missing.

1. Click on the link below to open the Microsoft Excel exercise document you can use to complete this exercise.

[Exercise: Getting started with formulas](#)

2. Note that the formula to calculate the subtotal in cell E6 is missing:

	A	B	C	D	E	F	G	H
1	Pricing Sheet							
2								
3	Discount:	5%						
4								
5	Item	Cost per Unit	Packaging Charge per Unit	Quantity Ordered	Subtotal	Discount	Total	
6	BT108	\$12.99	\$3.00	3		\$0.00	\$0.00	
7	SC224	\$8.59	\$2.50	10				
8	JF187	\$22.89	\$3.50	2				
9	BT306	\$16.79	\$3.00	5				
10								
11								
12								
13								

3. Enter the formula "**=B6+C6\*D6**" in cell E6, then press **Enter**:

	A	B	C	D	E	F	G	H
1	Pricing Sheet							
2								
3	Discount:	5%						
4								
5	Item	Cost per Unit	Packaging Charge per Unit	Quantity Ordered	Subtotal	Discount	Total	
6	BT108	\$12.99	\$3.00	3	\$21.99	\$1.10	\$20.89	
7	SC224	\$8.59	\$2.50	10				
8	JF187	\$22.89	\$3.50	2				
9	BT306	\$16.79	\$3.00	5				
10								
11								
12								
13								

4. Notice that the result, \$21.99, does not accurately reflect the total value of the three items. According to the precedence of the order of operations, the formula first calculates the multiplication of cell C6 \* D6 (3 \* 3 = 9), then adds the result to the value of cell B6 (12.99 + 9 = 21.99). To correctly calculate the subtotal, insert parentheses around the operation you want to calculate first, "**=(B6+C6)\*D6**", then press **Enter**:

Formula bar:  $= (B6+C6)*D6$

	A	B	C	D	E	F	G	H
1	<b>Pricing Sheet</b>							
2								
3	Discount:	5%						
4								
	Item	Cost per Unit	Packaging Charge per Unit	Quantity Ordered	Subtotal	Discount	Total	
6	BT108	\$12.99	\$3.00	3	\$47.97	\$2.40	\$45.57	
7	SC224	\$8.59	\$2.50	10				
8	JF187	\$22.89	\$3.50	2				
9	BT306	\$16.79	\$3.00	5				
10								
11								
12								
13								

Sheet1

5. Now that you have corrected the formula, select cell E6, press **Ctrl + C** to copy the formula, then select cells E7 through E9 and press **Ctrl + V** to paste the formula:

Formula bar:  $= (B7+C7)*D7$

	A	B	C	D	E	F	G	H
1	<b>Pricing Sheet</b>							
2								
3	Discount:	5%						
4								
	Item	Cost per Unit	Packaging Charge per Unit	Quantity Ordered	Subtotal	Discount	Total	
6	BT108	\$12.99	\$3.00	3	\$47.97	\$2.40	\$45.57	
7	SC224	\$8.59	\$2.50	10	\$110.90			
8	JF187	\$22.89	\$3.50	2	\$52.78			
9	BT306	\$16.79	\$3.00	5	\$98.95			
10								
11								
12								
13								

Sheet1

Select destination and press ENTER or choose Paste

6. Click **Formulas** → **Show Formulas** to show formulas rather than values in the cells that contain them. Note that when you copied the formula to the cells below, the cell references automatically change relative to the cell that contains the formula:

Formula bar:  $= (B7+C7)*D7$

Formulas tab selected, Show Formulas button highlighted.

	A	B	C	D	E	F	G	H
1	<b>Pricing Sheet</b>							
2								
3	Discount:	0.05						
4								
	Item	Cost per Unit	Packaging Charge per Unit	Quantity Ordered	Subtotal	Discount	Total	
6	BT108	\$12.99	\$3.00	3	$= (B6+C6)*D6$	$= E6*B3$	$= E6-F6$	
7	SC224	\$8.59	\$2.50	10	$= (B7+C7)*D7$			
8	JF187	\$22.89	\$3.50	2	$= (B8+C8)*D8$			
9	BT306	\$16.79	\$3.00	5	$= (B9+C9)*D9$			
10								
11								
12								
13								

Sheet1

Ready

Average: \$87.54 Count: 3 Sum: \$262.63

7. Now select cell F6, press **Ctrl + C** to copy the formula, then select cells F7 through F9 and press **Ctrl + V** to paste the formula:

Formula bar:  $= E7*B3$

	A	B	C	D	E	F	G	H
1	<b>Pricing Sheet</b>							
2								
3	Discount:	5%						
4								
	Item	Cost per Unit	Packaging Charge per Unit	Quantity Ordered	Subtotal	Discount	Total	
6	BT108	\$12.99	\$3.00	3	\$47.97	\$2.40	\$45.57	
7	SC224	\$8.59	\$2.50	10	\$110.90	\$5.55		
8	JF187	\$22.89	\$3.50	2	\$52.78	\$2.64		
9	BT306	\$16.79	\$3.00	5	\$98.95	\$4.95		
10								
11								
12								
13								

Sheet1

Select destination and press ENTER or choose Paste

8. Click **Formulas** → **Show Formulas** to return to the default view of values rather than formulas:

Formula bar:  $= E7*B4$

Formulas tab selected, Show Formulas button highlighted.

	A	B	C	D	E	F	G	H
1	<b>Pricing Sheet</b>							
2								
3	Discount:	5%						
4								
	Item	Cost per Unit	Packaging Charge per Unit	Quantity Ordered	Subtotal	Discount	Total	
6	BT108	\$12.99	\$3.00	3	\$47.97	\$2.40	\$45.57	
7	SC224	\$8.59	\$2.50	10	\$110.90	\$5.55		
8	JF187	\$22.89	\$3.50	2	\$52.78	\$2.64		
9	BT306	\$16.79	\$3.00	5	\$98.95	\$4.95		
10								
11								
12								
13								

Sheet1

Ready

Average: \$87.54 Count: 3 Sum: \$262.63



13. You can now click **Formulas** → **Show Formulas** to return to the default view. To finalize the workbook, select cell G6, press **Ctrl + C** to copy the formula, then select cells G7 through G9 and press **Ctrl + V** to paste the formula:

AutoSave ON

Activity 2-1

Search

FileHomeInsertPage LayoutFormulasDataReviewViewHelp

fx

Insert Function

Σ

AutoSum

📌

Recently Used

📊

Financial

🔍

Logical

🔗

Text

🕒

Date & Time

🔍

Lookup & Reference

🔢

Math & Trig

⋮

More Functions

📌

Name Manager

🔗

Use in Formula

🔗

Create from Selection

📌

Defined Names

Function Library

G7

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fx

=E7-F7

<

>

Sheet1

+

Select destination and press ENTER or choose Paste

14. Save your workbook as Activity 2-1 Complete. Close Microsoft 365 Excel to complete this activity.

15. Now, you can check out an example of a completed document in the link below:

[Completed exercise: Getting started with formulas](#)

Mark as completed

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