

# 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.

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?

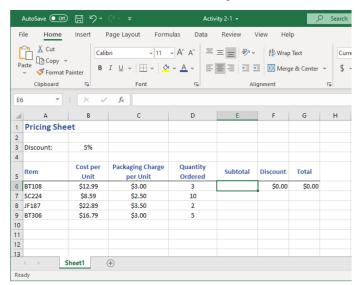
## Let's get started!

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.

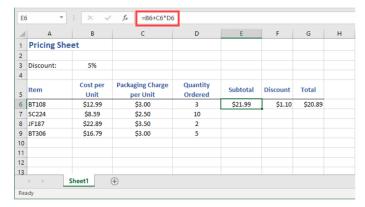
1. Click on the link below to open the Microsoft Excel exercise document you can use to complete this exercise,

Exercise: Getting started with formulas 🛂

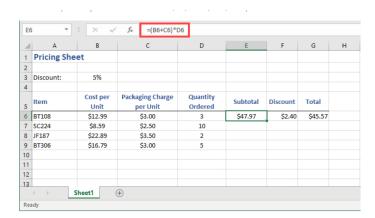
2. Note that the formula to calculate the subtotal in cell E6 is missing:



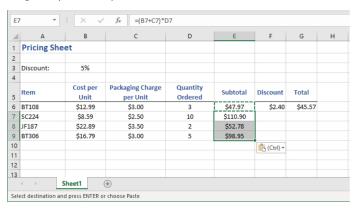
3. Enter the formula "=B6+C6\*D6" in cell E6, then press Enter:



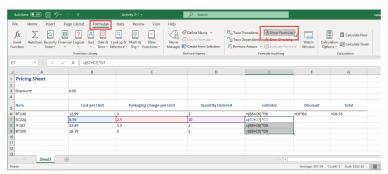
4. Notice that the result, \$21.99, does not accurately reflect the total value of the three items. According to the precedence of the order of operations, the formula first calculates the multiplication of cell C6  $^{\star}$  D6 (3  $^{\star}$  3 = 9), then adds the result to the value of cell B6 (12.99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



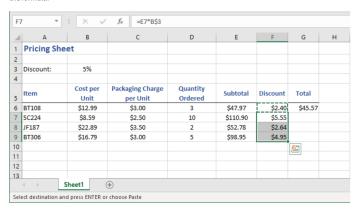
5. Now that you have corrected the formula, select cell E6, press **Ctrl + C** to copy the formula, then select cells E7 through E9 and press **Ctrl + V** to paste the formula:



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:

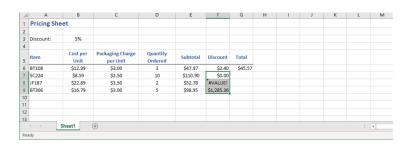


7. Now select cell F6, press **Ctrl + C** to copy the formula, then select cells F7 through F9 and press **Ctrl + V** to paste the formula:

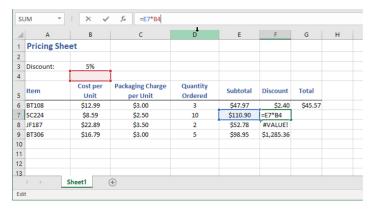


8. Click  $Formulas \rightarrow Show Formulas$  to return to the default view of values rather than formulas:

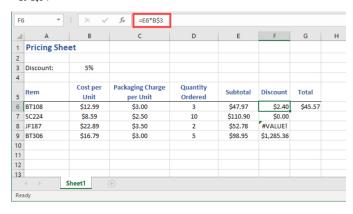




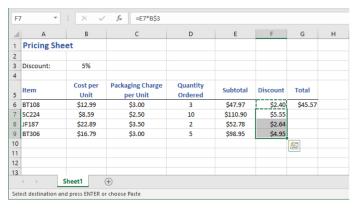
9. Notice that the results in F7 through F9 are incorrect. This is because the formula in cell F6 uses a relative reference for the discount value in cell B3. When you copy the formula to the cells below F6 the reference is automatically adjusted. Select cell F7 to show the cell references in the formula. The reference to the discount amount has been adjusted to cell B4:



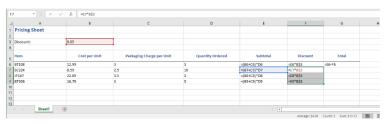
10. To correct this, select cell F6 and add a dollar sign (\$) before the row reference to the discount amount. "=E6\*B\$3":



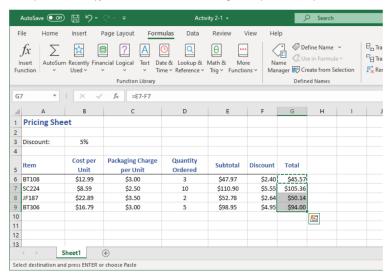
11. Press Ctrl + C to copy the adjusted formula, select cells F7 through F9, then press Ctrl + V to paste the formula:



12. Click **Formulas** → **Show Formulas**. Note that the references to the subtotal cells have changed but the absolute references to the discount amount are the same:



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:



- $14. \, {\sf Save \, your \, workbook \, as \, Activity \, 2-1 \, Complete. \, Close \, Microsoft \, 365 \, Excel \, to \, complete \, this \, activity.}$
- 15.Now, you can check out an example of a completed document in the link below:

 $\underline{\text{Cmpleted exercise: Getting started with formulas}} \ \ \square$