**Insert a formula in a table cell**

1. Select the table cell where you want your result. If the cell is not empty, delete its contents.
2. On the **Table Tools**, **Layout** tab, in the **Data** group, click **Formula**.
3. Use the **Formula** dialog box to create your formula. You can type in the **Formula** box, select a number format from the **Number Format** list, and paste in functions and bookmarks using the **Paste Function** and **Paste Bookmark** lists.

### **Update the result of specific formulas**

1. Select the formulas that you want to update. You can select multiple formulas by holding down the CTRL key while you make selections.
2. Do one of the following:
   * Right-click the formula, then click **Update field**.
   * Press F9.

You can use positional arguments (LEFT, RIGHT, ABOVE, BELOW) with these functions:

* AVERAGE
* COUNT
* MAX
* MIN
* PRODUCT
* SUM

| To add the numbers… | Type this in the **Formula** box |
| --- | --- |
| Above the cell | =SUM(ABOVE) |
| Below the cell | =SUM(BELOW) |
| Above and below the cell | =SUM(ABOVE,BELOW) |
| Left of the cell | =SUM(LEFT) |
| Right of the cell | =SUM(RIGHT) |
| Left and right of the cell | =SUM(LEFT,RIGHT) |
| Left of and above the cell | =SUM(LEFT,ABOVE) |
| Right of and above the cell | =SUM(RIGHT,ABOVE) |
| Left of and below the cell | =SUM(LEFT,BELOW) |
| Right of and below the cell | =SUM(RIGHT,BELOW) |

1. Click OK.

## Available functions

The following functions are available for use in Word and Outlook table formulas:

| Function | Example | Returns |
| --- | --- | --- |
| ABS() | =ABS(-22) | 22 |
| AND() | =AND(SUM(LEFT)<10,SUM(ABOVE)>=5) | 1, if the sum of the values to the left of the formula (in the same row) is less than 10 **and** the sum of the values above the formula (in the same column, excluding any header cell) is greater than or equal to 5; 0 otherwise. |
| AVERAGE() | =AVERAGE(RIGHT) | The average of all values to the right of the formula cell, in the same row. |
| COUNT() | =COUNT(LEFT) | The number of values to the left of the formula cell, in the same row. |
| IF() | =IF(SUM(LEFT)>=10,10,0) | 10, if the sum of values to the left of the formula is at least 10; 0 otherwise. |
| INT() | =INT(5.67) | 5 |
| MAX() | =MAX(ABOVE) | The maximum value found in the cells above the formula (excluding any header rows). |
| MIN() | =MIN(ABOVE) | The minimum value found in the cells above the formula (excluding any header rows). |
| MOD() | =MOD(4,2) | 0.0 |
| OR() | =OR(1=1,1=5) | 1 |
| PRODUCT() | =PRODUCT(LEFT) | The product of multiplying all the values found in the cells to the left of the formula. |
| ROUND() | =ROUND(123.456, 2)  =ROUND(123.456, 0)  =ROUND(123.456, -2) | 123.46  123  100 |
| SUM() | =SUM(RIGHT) | The sum of the values of the cells to the right of the formula. |

### **RnCn references**

You can refer to a table row, column, or cell in a formula by using the RnCn reference convention. In this convention, Rn refers to the nth row, and Cn refers to the nth column. For example, R1C2 refers to the cell that is in first row and the second column. The following table contains examples of this reference style.

| To refer to… | …use this reference style |
| --- | --- |
| An entire column | Cn |
| An entire row | Rn |
| A specific cell | RnCn |
| The row that contains the formula | R |
| The column that contains the formula | C |
| All the cells between two specified cells | RnCn:RnCn |
| A cell in a bookmarked table | Bookmarkname RnCn |
| A range of cells in a bookmarked table | Bookmarkname RnCn:RnCn |

### **A1 references**

| To refer to… | …use this reference |
| --- | --- |
| The cell in the first column and the second row | A2 |
| The first two cells in the first row | A1,B1 |
| All the cells in the first column and the first two cells in the second column | A1:B2 |