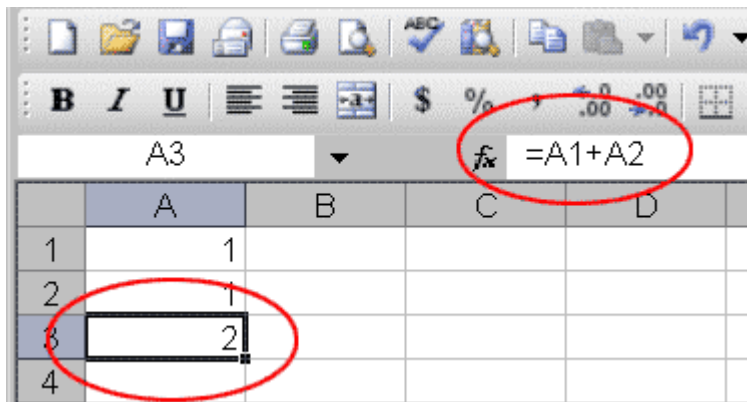


Performing Mathematical Calculations

The following exercises demonstrate how to perform mathematical calculations.

Addition

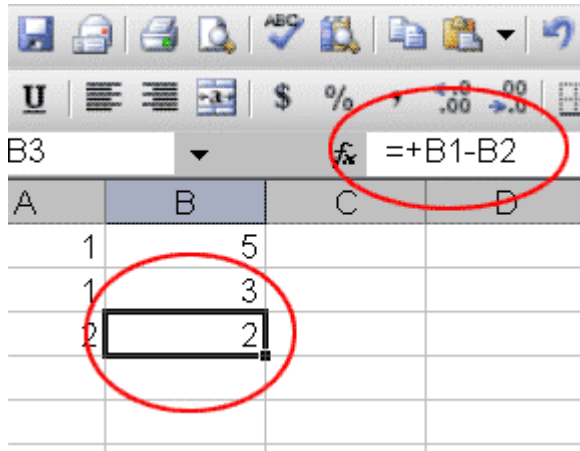
1. Move your cursor to cell A1.
2. Type **1**.
3. Press Enter.
4. Type **1** in cell A2.
5. Press Enter.
6. Type **=A1+A2** in cell A3.
7. Press Enter. Cell A1 has been added to cell A2, and the result is shown in cell A3.



Place the cursor in cell A3 and look at the Formula bar.

Subtraction

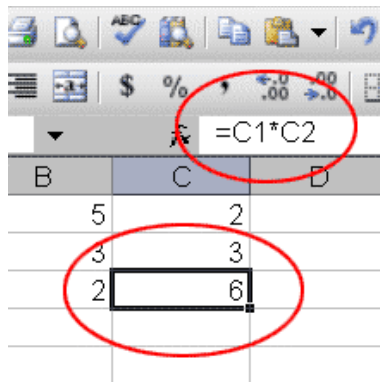
1. Press F5. The Go To dialog box opens.
2. Type **B1** in the Reference field.
3. Press Enter. The cursor should move to cell B1.
4. Type **5** in cell B1.
5. Press Enter.
6. Type **3** in cell B2.
7. Press Enter.
8. Press Enter.
9. Cell B1 has been subtracted from B2, and the result is shown in cell B3.
10. Type **=+B1- B2** in cell B3.



Place the cursor in cell B3 and look at the Formula bar.

Multiplication

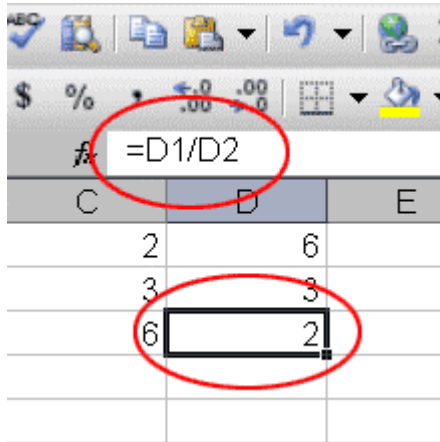
1. Hold down the Ctrl key while you press "g" (Ctrl-g). The Go To dialog box opens.
2. Type **C1** in the Reference field.
3. Press Enter. You should now be in cell C1.
4. Type **2** in cell C1.
5. Press Enter.
6. Type **3** in cell C2.
7. Press Enter.
8. Type **=C1*C2** in cell C3.
9. Press Enter. Cell C1 is multiplied by cell C2 and the result is displayed in cell C3.



Division

1. Press F5.
2. Type **D1** in the Reference field.
3. Press Enter. You should now be in cell D1.
4. Type **6** in cell D1.
5. Press Enter.

6. Type **3** in cell D2.
7. Press Enter.
8. Type **=D1/D2** in cell D3.
9. Press Enter. Cell D1 is divided by cell D2 and the result is displayed in cell D3.



The AutoSum Icon

The AutoSum icon on the Standard toolbar automatically adds a column of numbers. The following illustrates the SUM function:

1. Go to cell F1.
2. Type **3**. Press Enter.
3. Type **3**. Press Enter.
4. Type **3**. Press Enter.
5. Click the AutoSum button, which is located on the Standard toolbar.



6. F1 to F3 should now be highlighted.

Press Enter. Cells F1 through F3 are added.