

Formula Introduction

Name _____

Class _____

Use the information in the charts to answer the questions.

Mathematical Terms

Terms	Symbols
Equal	=
Add	+
Subtract	-
Multiply	*
Divide	/
Percent	%
Range of cells	:

Rules for Writing Formulas

1. Use the equal symbols at the beginning of each formula
2. never put spaces in a formula
3. use parentheses to enclose cells used after sum
4. you can use either capital letters or lower letters

Examples of Formulas

=A4+G3+H2

=B6/K2

=SUM(B6:F6)

=B4-C2

=J3*B3

1. How would you write a spreadsheet formula that would tell the computer to add the information in A6 with the information in B6?

2. How would you write a spreadsheet formula that would tell the computer to multiply the information in C9 by the information in C10?

3. How would you write a spreadsheet formula that would tell the computer to divide the information in A9 by the information in G1?

4. How would you write a spreadsheet formula that would tell the computer to subtract the information in H9 from the information in J4?

Translate the formulas below into sentences that use mathematical terms.

5. =SUM(B6:F6) _____

6. =B6/K2 _____

7. =J3*B3 _____

8. =B4-C2 _____
