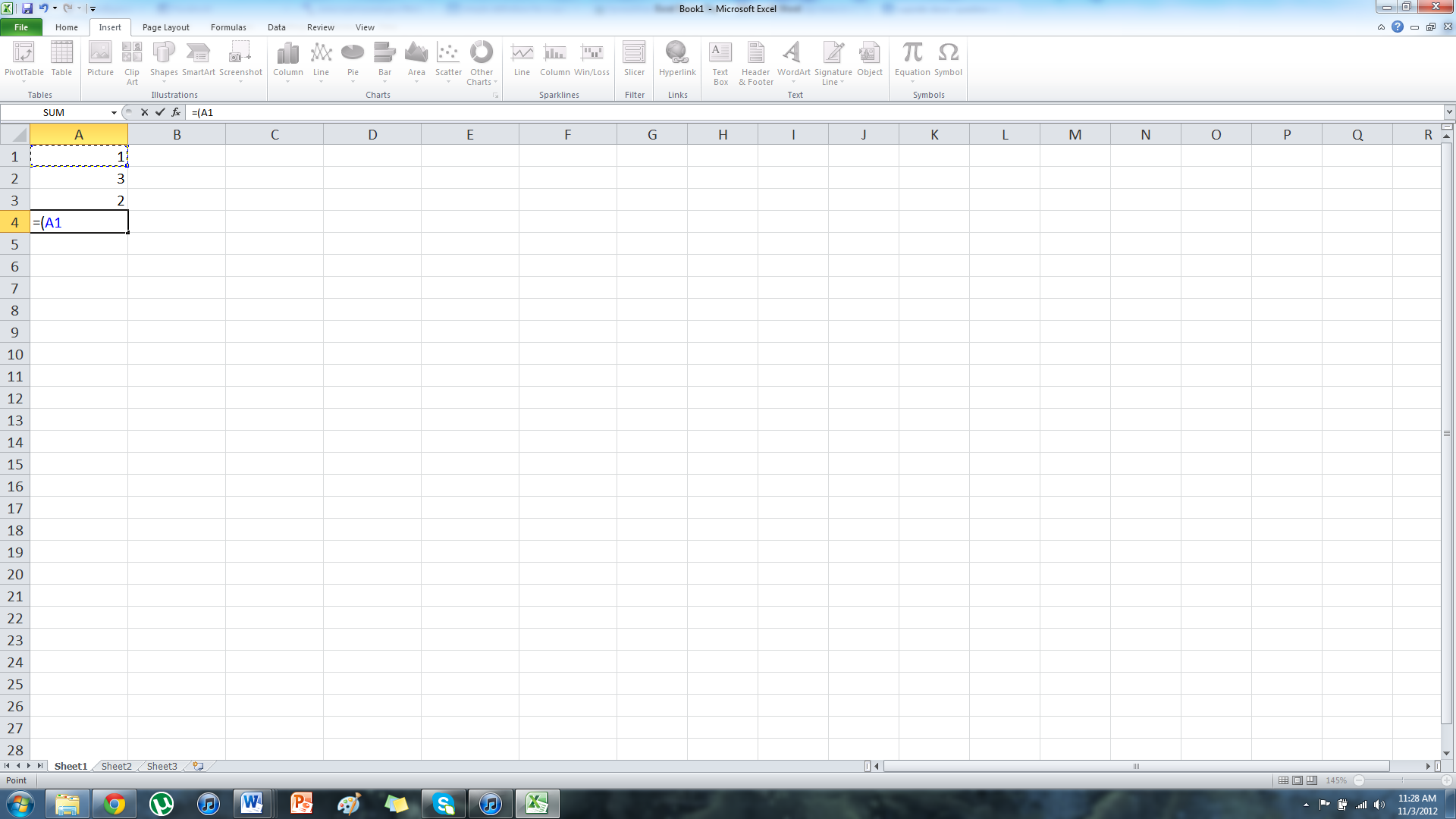
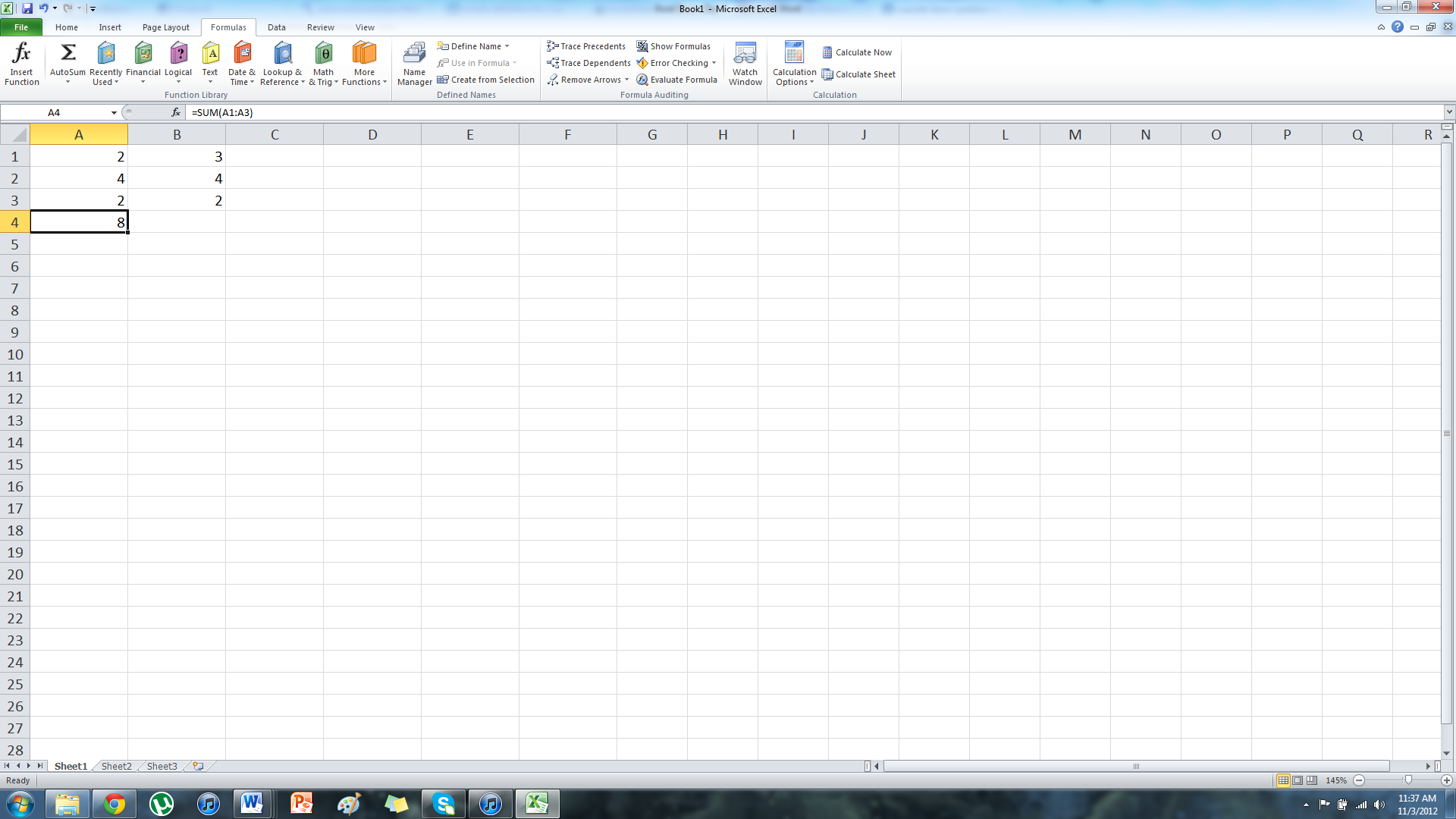
**Excel Basics Day 4**

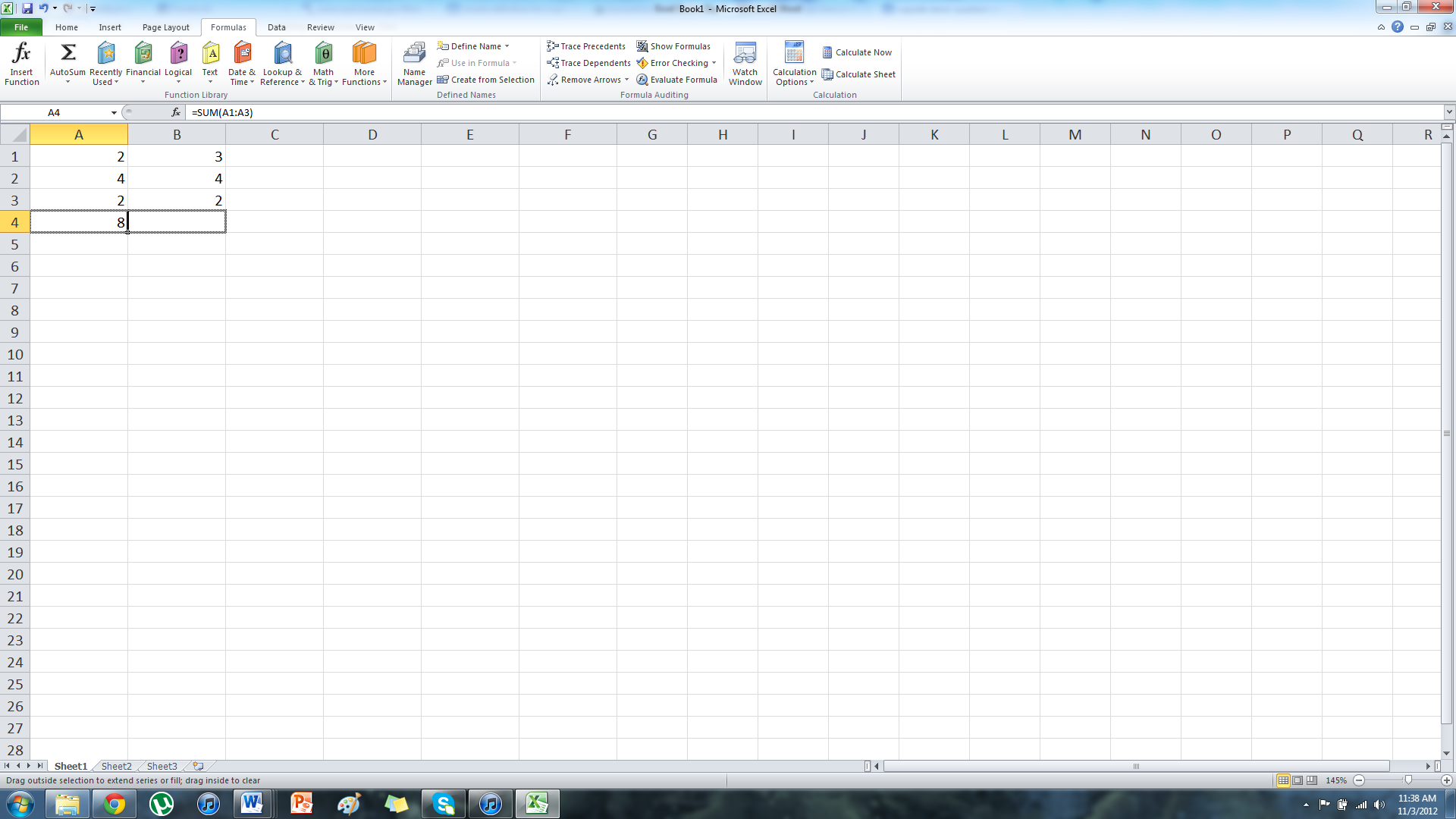
1. Open **Microsoft Excel**
2. Save your assignment as **Excel Basics Day 4**
3. In cell **A-1** type a number between 1 and 10
4. Do the same things in cells **A-2** and **A-3**
5. Now, we will learn how to type **formulas** to make Excel do math.
6. In cell **A-4** Type the **=** key (The key with the ¿)
7. Then type an open parenthesis **(** (Hold **shift** and press **9**)
8. Then **click** on cell **A-1** You should see **=(A1** in your cell



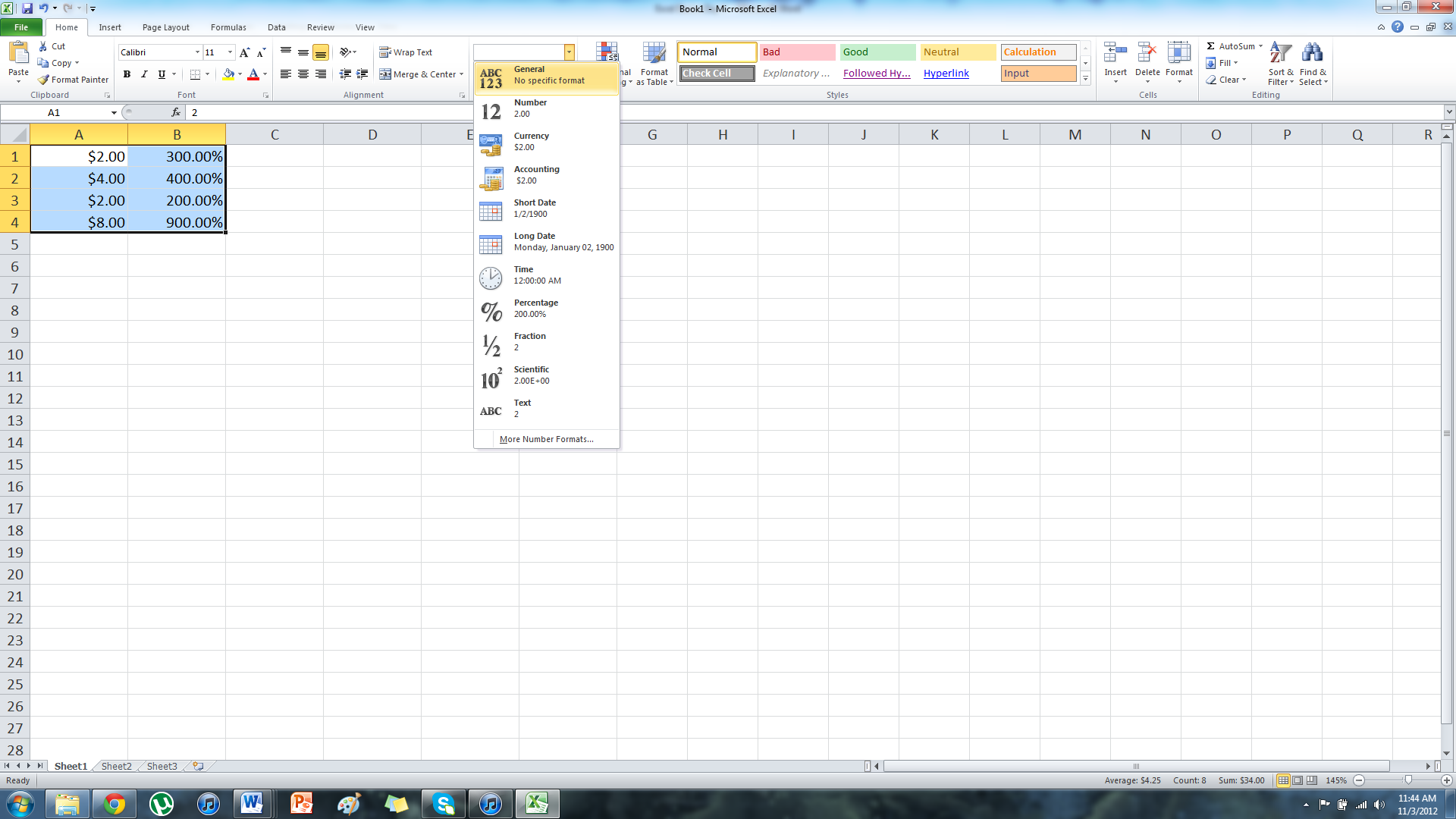
1. Now type + (**Shift** and the key with the **¿**)
2. Now **click** on cell **A-2**
3. Now type + again
4. Now **click** on cell **A-3**
5. Finally, type a close parenthesis **)** (Hold **shift** and press **0**)
6. Press **Enter**. You should see all your numbers added up in cell **A-4**.
7. Save your assignment (Press **Control** and **S**).
8. Always use that same format for formulas. Type = and then inside (…parenthesis…) you type what math you want Excel to do.
9. Now, in cell **B-1** type number between 1 and 10
10. Do the same thing in **B-2** and **B-3**
11. If we want to have the same formula in B-4, there is an easy way to do it.
12. Click on cell **A-4** and you should see a **small black box** in the corner of the cell:



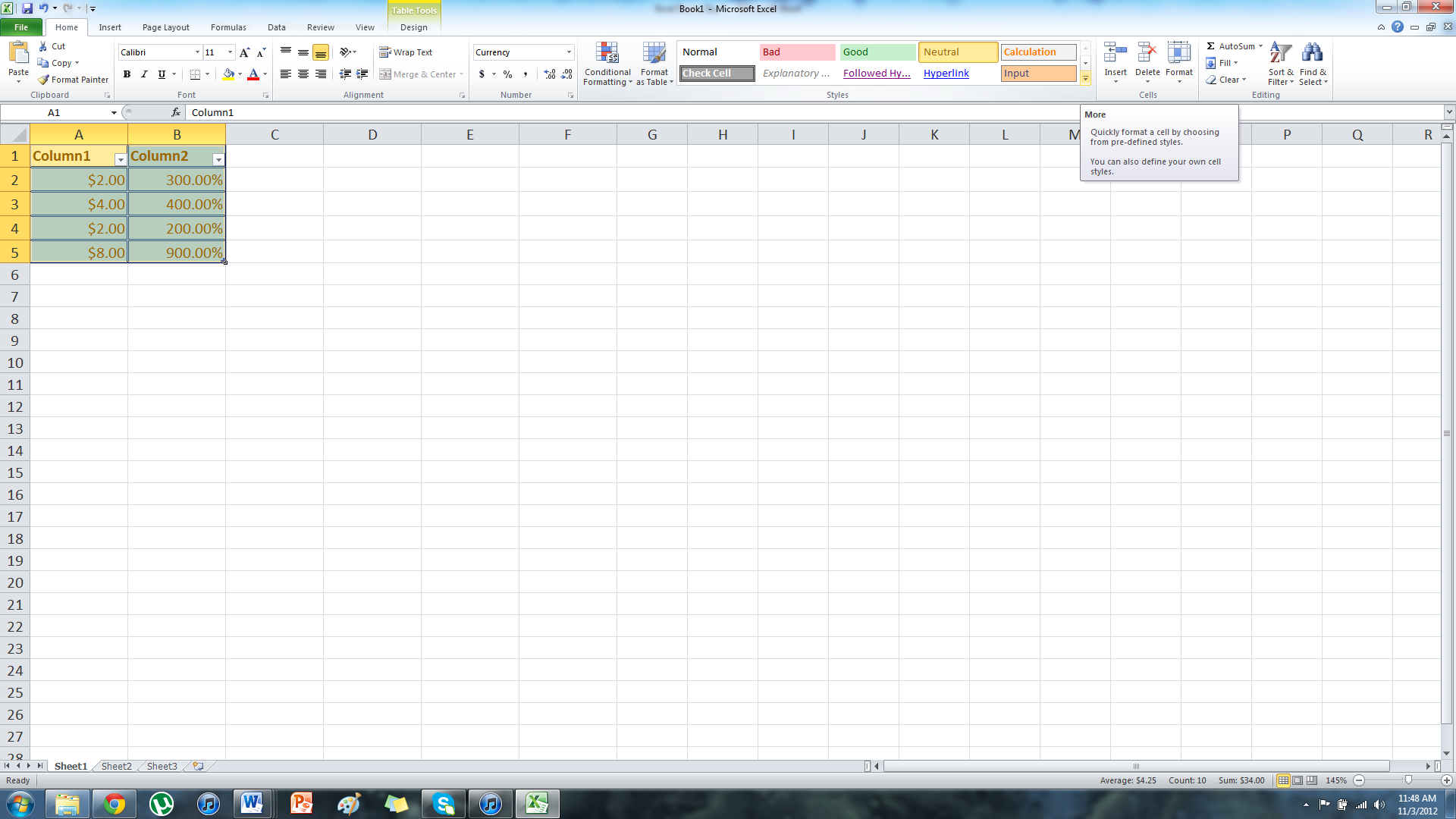
1. Click on that **black box**, and **drag it over into cell B-4**, then let go of the mouse.



1. Now, column B should be added up also!
2. This is how you can copy formulas down a row (Don’t use copy and paste for formulas!)
3. Save your assignment (Press **Control** and **S**).
4. Now, what if you wanted different types of numbers (percents, money, fractions, etc.)
5. Select all of column A, **right click**, and choose **format cells**.
6. On the left side choose **currency** (money). And click **OK**.
7. Next, select all of column B, **right click**, and choose **format cells**.
8. On the left side choose **percentage**. And click **OK**.
9. You can also change number types in the **Home** tab, in the middle where it says **General**



1. Finally, **select all your data**, under the **home** tab, click the small triangle next to the box with all the different colored boxes:



1. Try out **5 different options**, and choose the one you like.
2. Save your assignment (Press **Control** and **S**).

**Show me everything to get your points for the day!**