

Chapter 2 Formulas and Data Format

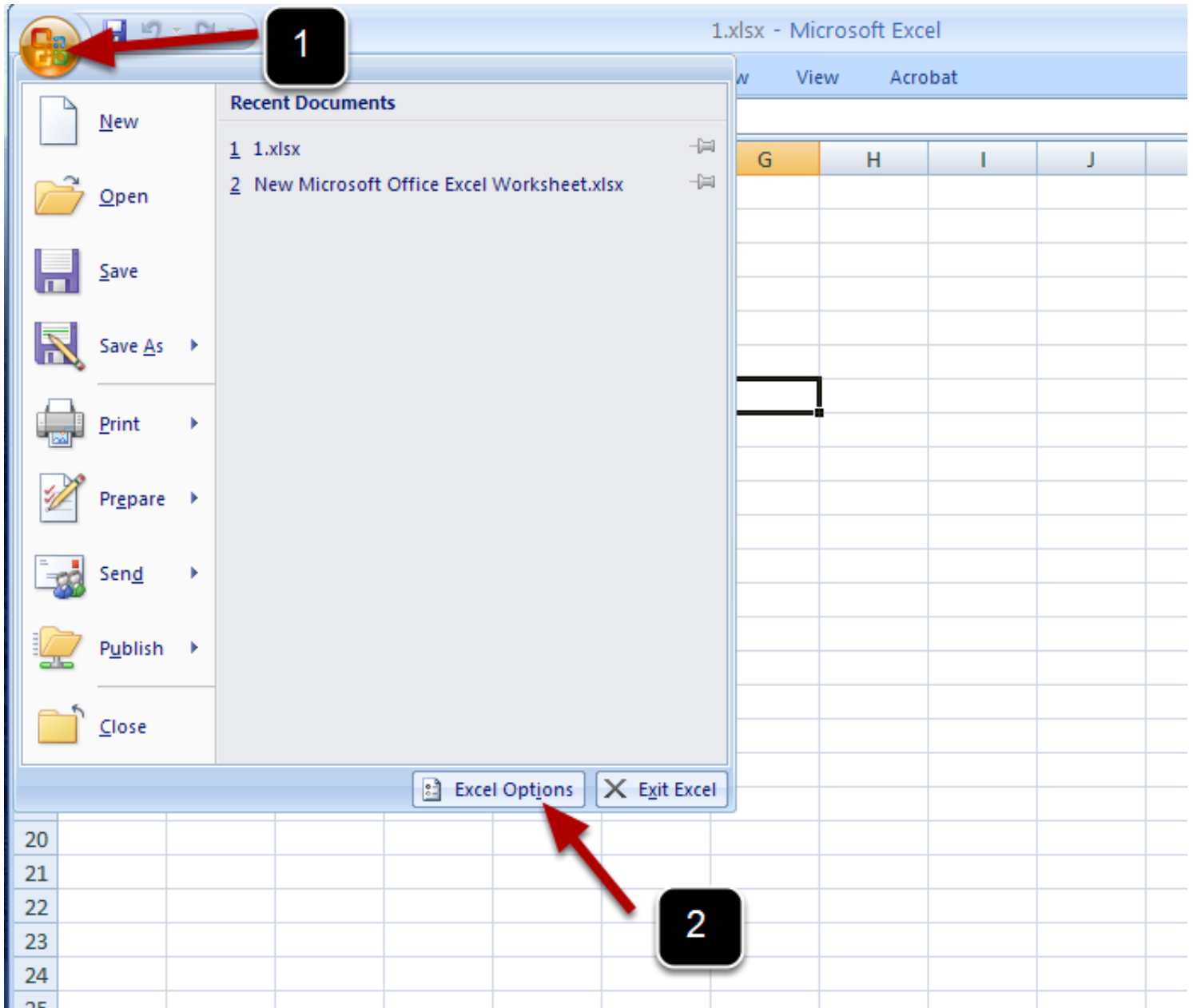
Subject Description: Excel Formulas and Data Formatting

Application (Version): Microsoft Excel 2007

Task Description: How do I enter excel formulas and format the data

Tutorial Date: 12 February, 2010, by Nathan Smith

a) Enter Key Direction Settings

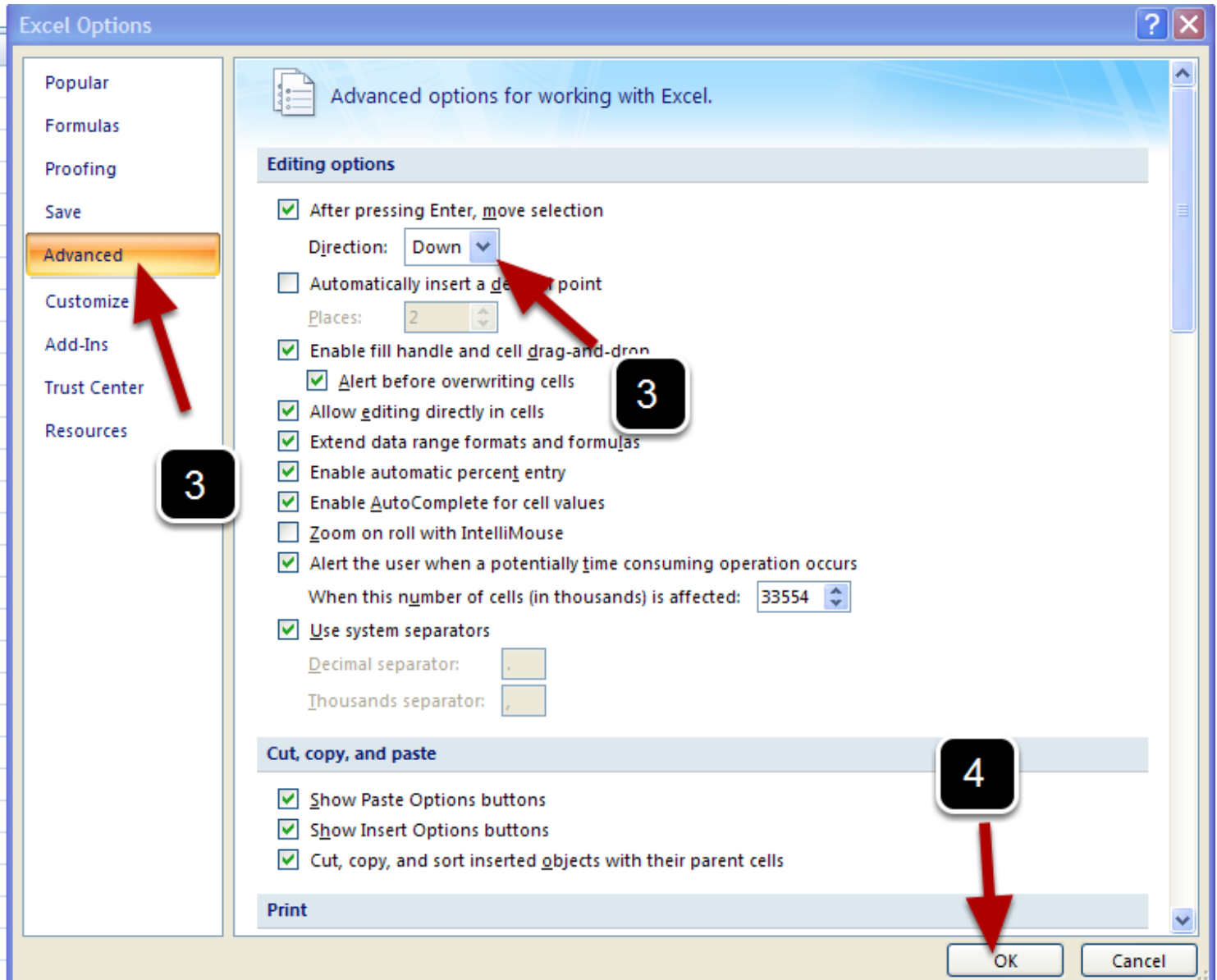


With Excel we can specify the direction of the cursor after pressing the enter key.

1) Go to Microsoft Office and in the menu click the **excel options** in the lower right corner.

2) In the excel options, go to **Advanced** and you will see a page advanced options for working with excel

a) Enter Key Direction Settings (continued)



3) In the advanced options, check the box next to After pressing Enter move selection or the direction which you want.

4) Then Click Ok in the lower-right corner. This sets excel to enter key direction settings.

b) Mathematical Operations

	A	B	C	D	E	F
1						
2	Add	Subtract	Multiply	Divide		
3	2	2	2	2		
4	2	2	2	2		
5	4	0	4	1		
6						
7						
8						
9						

Add

- 1) Enter data 2 in cell A3 and A4.
- 2) Type = A2+A3 in cell A4 and enter
- 3) Excel displays the result in the cell A5.