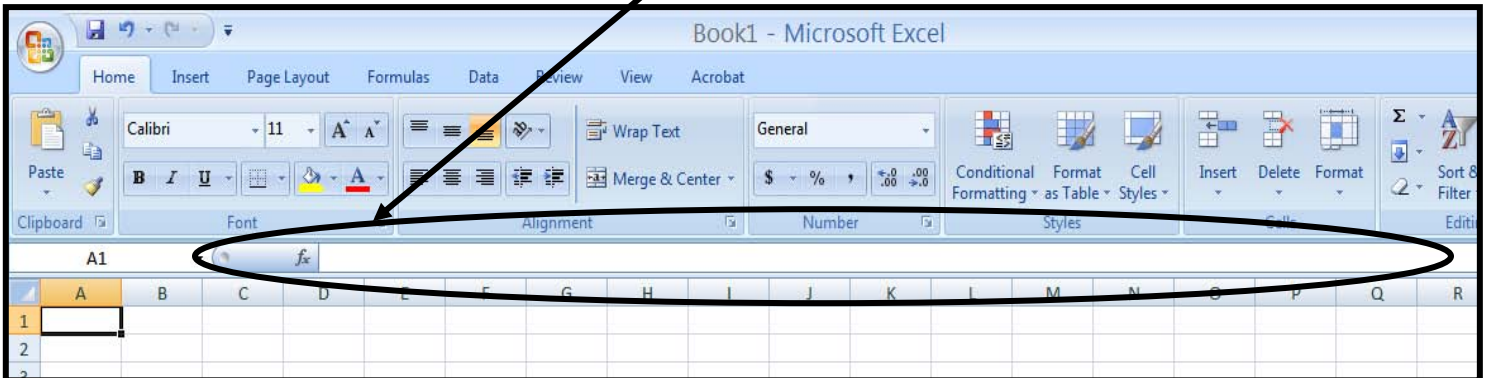


Constructing a Formula in Microsoft Excel 2007

Microsoft Excel 2007 allows the user to create mathematical expressions or formulas to calculate results from data in any spreadsheet. Creating your own formulas is not only simple, but it is also a big time saver for analyzing data.

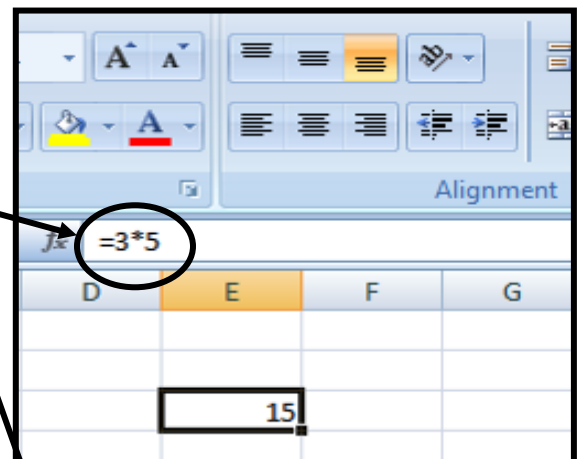
1. To create a formula, simply click the **cell** in the spreadsheet that you wish to place the formula.
2. Begin to enter the formula in the empty **fx** box by using an **= symbol**. (ALL formulas must begin with the **= symbol**)



3. Use the following symbols to represent basic mathematical operations:

- * multiplication
- / division
- + addition
- - subtraction

4. Besides these symbols, either enter **numbers** (this will provide a result that will not change) or **cell references** (results change if the data in the cells change).



5. Excel 2007 will follow Order of Operations. If you enter a formula using parenthesis, it will calculate what is in parentheses first.

For example:

The formula $= (E1 * E2) - F1$ will subtract the data in F1 from the product of E1 and E2.

After calculating the data in parenthesis, Excel will follow the rules of **Order of Operations**: first multiplication or division, and then addition or subtraction.

