

## CALCULATIONS IN MICROSOFT WORD

There are times when you'd like to make calculations in your document – basic budgets, etc. If your arithmetic needs are basic, you can use formulas in Microsoft Word. (If the calculations are more complex, you should use Excel and embed it in the Word document - but that is in a future Cool Tools email.)

First, create a table and enter in the numbers.

[To create the table: Tables> Insert> Table> *enter the number of columns and rows (you can always add more columns and rows later)*> OK.]

Then insert the calculation formula. *Insert the cursor into the cell [box in the table] where you want the calculation > Table > Formula> (The popup box will appear. It may be filled in with a suggested formula, but you can change that.)*

In the **Formula** box, you can enter the formula.

\*\*\*\*Make sure that the = (Equal sign) is the first thing in the box.

The following are sample formulas and a brief description:

*There are other formulas, but these are the most common.*

=SUM(ABOVE)	totals all the numbers in the column above that cell
=SUM (LEFT)	totals all the numbers in the row to the left of that cell
=AVERAGE(RIGHT)	averages all the numbers in the row to the right of that cell
=PRODUCT(BELOW)	multiplies all the numbers below the cell in the column below that cell
=COUNT(BELOW)	counts how many rows below have a number in them
=MAX(ABOVE)	displays the greatest/ highest number in the column above
=MIN(LEFT)	displays the lowest number in the row to the left

You can also write your own formula using + (addition), - (subtraction), \* (multiplication), / (division) and the cell names [cells are named by the column letter and row number – ex: B1 is the second column, first row.]

For example:

= B1 + C2	adds the numbers in B1 and C2
= D3 * A1 * B5	multiplies the numbers in D3 and A1 and B5
= (B1 + B2) * 6	adds B1 and B2 and then multiplies that number by 6
= SUM(B1:B6)	totals all the numbers in the cells from B1 through B6
= AVERAGE (B1,B5,B6)	averages the numbers in B1,B5 and B6
=SUM(B:B)	totals the entire column B
=SUM(5:5)	totals the entire row 5

In the **Number** Format box, you can enter the number format for the result. Choose from the drop down.

#	display the digit as long as it is not a leading zero
\$	display a dollar sign before the number
0	display the digit if it is a leading zero or not
%	display a percent sign in front of the number (this actually calculates as a percentage, adjust your formula accordingly)
, [comma]	displays a comma in that position
. [period]	displays a period in that position

***NOTES:***

To see the formula {=sum(left)} instead of the actual calculation, press Shift + F9.

Word only calculates from the last blank cell. If the row or column contains blank cells, word will not calculate the entire row. To total the entire row or column, add 0 in the blank cells.

Word's calculations are absolute, that is if you move a cell or change something in a cell, the calculation does not change automatically.

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