

## SUM

All Excel formulas begin with the equals sign, =, followed by a specific text tag denoting the formula you'd like Excel to perform.

The SUM formula in Excel is one of the most basic formulas you can enter into a spreadsheet, allowing you to find the sum (or total) of two or more values. To perform the SUM formula, enter the values you'd like to add together using the format, **=SUM(value 1, value 2, etc)**.

The values you enter into the SUM formula can either be actual numbers or

## IF

The formula: **IF(logical\_test, value\_if\_true, value\_if\_false)**

- **Logical\_Test:** The logical test is the "IF" part of the statement. In this case, the logic is D2="Gryffindor." Make sure your Logical\_Test value is in quotation marks.
  - **Value\_if\_True:** If the value is true -- that is, if the student lives in Gryffindor -- this value is the one that we want to be displayed. In this case, we want it to be the number 10, to indicate that the student was awarded the 10 points. Note: Only use quotation marks if you want the result to be text instead of a number.
  - **Value\_if\_False:** If the value is false -- and the student does *not* live in Gryffindor -- we want the cell to show "0," for 0 points.
- Formula in below example: **=IF(D2="Gryffindor","10","0")**

## PERCENTAGE

To perform the percentage formula in Excel, enter the cells you're finding a percentage for in the format, **=A1/B1**. To convert the resulting decimal value to a percentage, highlight the cell, click the Home tab, and select "Percentage" from the numbers dropdown.

## **MULTIPLICATION**

To perform the multiplication formula in Excel, enter the cells you're multiplying in the format, **=A1\*B1**. This formula uses an asterisk to multiply cell A1 by cell B1. For example, if A1 was 10 and B1 was 6, =A1\*B1 would return a value of 60.

## **DIVISION**

To perform the division formula in Excel, enter the cells you're multiplying in the format, **=A1/B1**. This formula uses a forward slash to divide cell A1 by cell B1. For example, if A1 was 10 and B1 was 5, =A1/B1 would return a value of 2.

## **COUNT**

The COUNT formula in Excel is denoted **=COUNT(Start Cell:End Cell)**. This formula will return a value that is equal to the number of entries found within your desired range of cells. For example, if there are eight cells with entered values between A1 and A10, =COUNT(A1:A10) will return a value of 8.

## **AVERAGE**

To perform the average formula in Excel, enter the values, cells, or range of cells of which you're calculating the average in the format, **=AVERAGE(number1, number2, etc.)** or **=AVERAGE(Start Value:End Value)**. This will calculate the average of all the values or range