

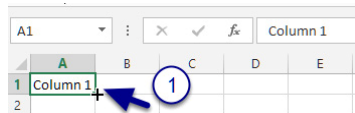
Lecture 3: MS Excel 2013 – Formulas

Autofill:

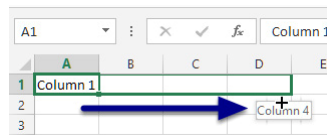
Copy Data using Autofill:

Auto Fill is a time saving feature that allows you to copy text, numbers or Formula in a spreadsheet.

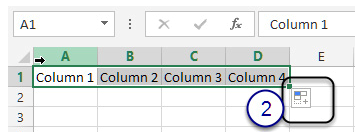
To copy data using auto fill:



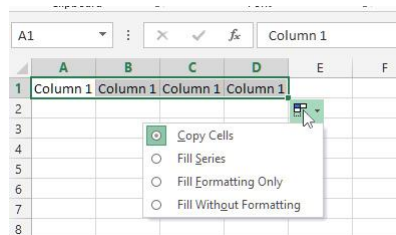
1. Type your content into your first cell.
2. Position your cursor so it hovers over the bottom right of the cell and it turns into a black cross **(1)**.



3. Click and drag horizontally or vertically to copy the content.



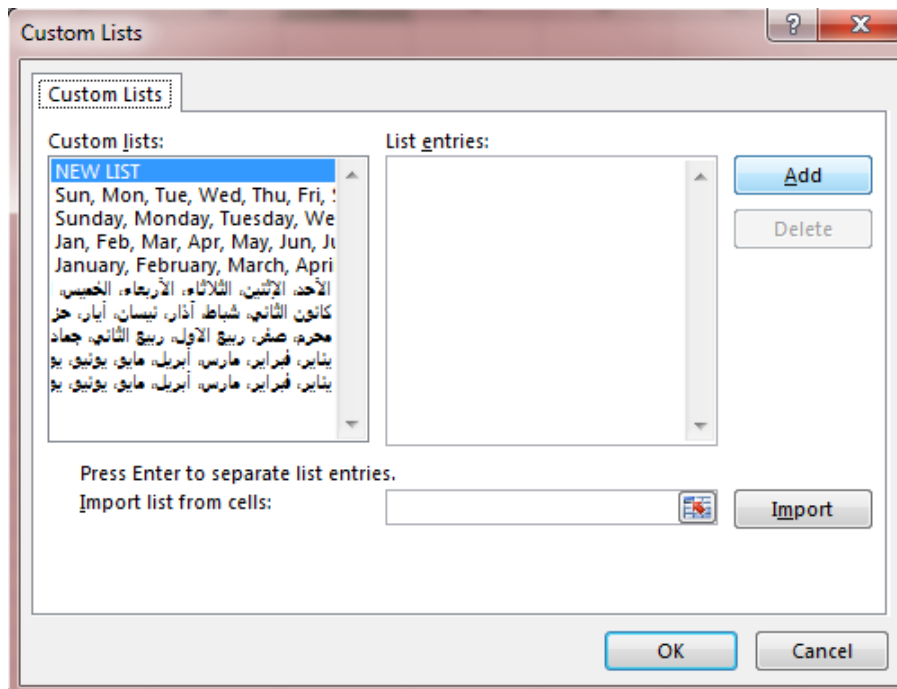
4. When you let go, the content is copied **If the content contains** (a possible series e.g. 1, 2, 3 or Monday, Tuesday, Wednesday).
5. A Smart Tag appears **(1)**.
6. Click on the drop-down arrow on the Smart Tag.



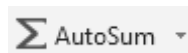
7. Select Copy Cells from the Smart Tag options.

Create Custom List:

File < Options < Advanced < **Edit Custom List**.



AutoSum, Average, etc.:



1. Go to Home Tab.
2. Editing Group < **AutoSum**.

Create Formulas:

The structure of a basic formula in Excel always follows the same structure:

1. Equals Sign
2. First Cell Reference
3. Mathematical Symbol
4. Second Cell Reference



The Mathematical Symbols used by Excel:

- + Addition
- Subtraction
- * Multiplication
- / Division