Excel Tips

Formulas

When you apply a formula to a cell, its value changes in relation to other cells.

Every formula begins with an equals sign (=). This works as a signal to the computer that you are entering a formula.

In order to get this:	Type this:
=B3/2	= (Click on B3) / 2
=B3*10	= (Click on B3) * 10
=B3+C4	= (Click on B3) + (Click on C4)
=Interest_Rate-D3	= (Click on Interest_Rate) – (Click on D3)

 "B3", "C4" and "Interest_Rate" are all names of cells in the document. You can either type the name of the cell you want to add to your formula, or you can click on it and the name will be automatically added for you. Hit [Enter] in order to calculate the formula and escape formula mode.

Copying Formulas: In order to fill every cell in a column with a formula, click on the bottom right corner of the cell you wish to copy. Drag this corner down along the column, and the formula will be copied into every cell beneath it.

Naming cells to create constants

Many times it is more helpful to use a word or name to describe a constant in a spreadsheet. It may be easier to refer to a cell by a name like "Interest_Rate" or "Books" or "Percentage" or "Enrollment" rather than "G4" or "A7." The use of a named constant is the same as if you used the absolute reference $Column$Row notation to keep a cell from changing in relative addresses. *The use of names often makes formulas easier to understand, remember, and use.*

Select the cell you want to name. Click inside the **name box** (located in the upper left corner of the formula bar). This will automatically highlight the default name of the cell. Type a name in the name box.* Hit [Enter]. * *Remember, there cannot be any spaces in a cell name. Use an underscore for a space.* **To Delete a name:** From then top menu, select Insert->Name->Define. Select the name you want to delete and click [Delete].
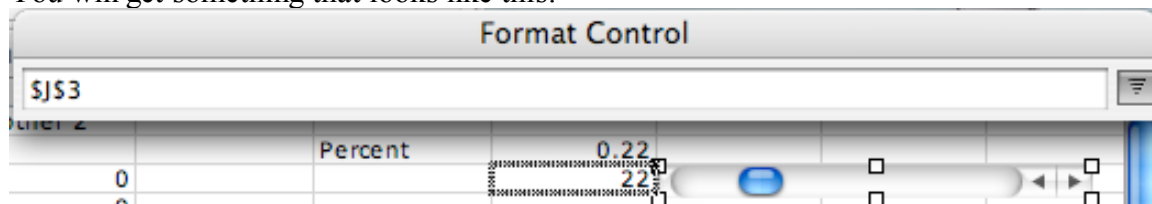
Scroll bars

From the top menu, select View -> Toolbars -> Forms. The Forms toolbar will pop up. From the Forms toolbar, select the "Scroll Bar" button. Your mouse will change to a thin crosshair. Drag over the area of cells where you would like your scroll bar to be located.

Once you create your scroll bar, you still need to tell the scroll bar what information it is modifying. Right click (or [ctrl] click) on the scroll bar. Select [Format Control] from the popup menu.

Modifying properties of a scroll bar: Another window will pop-up with the following input options:
- *Current value: value right now*
- *Minimum value: the lowest setting*
- *Maximum value: the highest setting*
- *Incremental change: how much the value will change with one click of the arrow buttons*
- *Page change: how much the value will change if you click on the scroll bar itself.*
- *Cell link: the cell whose value will be affected by the scroll bar.*

Linking the scroll bar to a cell: In the Format Control menu, use the cell link option to tell the scroll bar which cell it is modifying. Click the button that looks like this:
You will get something that looks like this:

A scroll bar cannot handle decimals or negative numbers. This means that you have to make your own formula to convert an integer into whatever you need it to be. In this example, the actual percentage is 0.22. The value the scroll bar is modifying is 22: