

Calculations Within Tables

Word can do basic calculations within a table, rather than forcing you to perform the calculations by hand. If your table contains several calculations, however, a spreadsheet created in a program like Excel may be a more efficient option.

The same principles that are used to do calculations in Word are used in Excel worksheets. Instead of entering the actual value you want to use for the calculation, you will be referring to the cell containing the value. The cell reference is in the form of "Column ID, Row ID." The columns are referred to by letters starting at A. The rows are referred to by numbers starting at one. The first cell of the table (i.e., first column, first row) is referred to as A1.

COLUMN B

	A1	B1	C1
ROW 2	A2	B2	C2
	A3	B3	C3
	A4	B4	C4

This document explains how to use calculations within tables.

Formula Examples

You need to designate the appropriate actions when writing a formula, much like pressing addition or multiplication keys on a calculator. These actions are referred to as operators. The following comprise the basic formula operators:

Addition + Multiplication *

Subtraction - Division /

The following table is an example of a completed travel budget, created using formulas in a Word table, that could be included in a proposal for attending a conference. Following the first table is a description of the formulas used to perform the calculations within the table (indicated by the gray shading).

Travel Budget	
Airfare	\$210.00
Transportation	34.00
Hotel (3 nights @ \$69.95)	209.85
Meals (4 days @ \$50.00)	200.00
Conference Fee	350.00
Total Conference Budget	\$1003.85
Grant Request	500.00
Department Contribution	\$503.85

Formula for	Actual Formula	About the Formula
Hotel	=69.95*3	Computes the total cost for the hotel stay by multiplying 69.95 by 3
Meals	=50*4	Computes the total cost of the meals by multiplying 50 by 4
Total Conference Budget	=sum (above)	Calculates the total of the costs by adding the values above the formula (B2 through B6)
Department Contribution	=b6-b7	Calculates the department contribution by subtracting the grant request from the total conference budget

Inserting Formulas

To insert a formula, determine the values or cell references required for the formula and then follow these instructions:

1. Place your insertion point in the cell where you want to place the formula



2. From the *Layout* tab, in the *Data* group, click **FORMULA** Formula the *Formula* dialog box appears.

HINT: Similar to Excel, based on the numbers in the table and the location of the cell in which you want to place the formula, Word will guess what type of formula you may want (e.g., to add all cells to the left of the formula, =*SUM (LEFT)* may be placed in the *Formula* text box).

Formula

Formula:
=b6-b7

Number format:
0.00

Paste function: Paste bookmark:

OK Cancel

3. In the *Formula* text box, type the desired formula
4. If necessary, from the *Number format* pull-down list, select the desired format for the result
5. Click **OK**
the formula is inserted.

Recalculating Formulas

To update values in a table, recalculate the formula(s) using one of the following methods.

Recalculate the Value of an Individual Cell: Keyboard Option

1. Place your insertion point in the cell, before the numerals
2. Press [F9]

OR

Press [Alt] + [Shift] + [U]

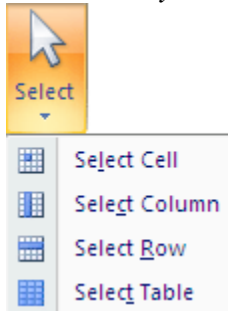
The formula are recalculated.

Recalculate the Value of an Individual Cell: Mouse Option

1. Place your insertion point in the cell, before the numerals
2. Right click the cell » select *Update Field*
The formula is recalculated.

Recalculating the Values of the Entire Table

1. Place your insertion point within the table
2. From the *Layout* tab, in the *Table* group, click **SELECT** » select **Table**



the entire table is selected.

3. Press [F9]

OR

Press [ALT] + [Shift] + [U]

All formulas are recalculated.