



Spreadsheet Math

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



Tutorial donated by Wayne Tschirhard

Purpose


The purpose of this tutorial is to teach basic spreadsheet skills in math.

Addition





The **+** sign is used for addition. To enter the **+** sign, press the **Shift** key and the **+**,  key.

1. Click on **A6**.
2. Type the number **10**, then press **Enter**. ("10" appears in "A6" and the active cell is "A7".)
3. Type the number **5**, then press **Enter**. ("5" appears in "A7" and the active cell is "A8".)
4. Type **=A6+A7** (Or click the "Function",  icon. The "=" appears in "A8". The "Function",  icon changes to the "Accept",  icon. Then type "A6+A7".)
5. Press **Enter** (or click the "Accept",  icon). The answer, **15**, appears in **A8**.


Subtraction





The **-** sign is used for subtraction. To enter the **-** sign, press the  key.

1. Click on **A8**. To clear cell **A8**, press the **Delete** key. (The "Delete Contents" window appears.) Check the **Delete all** box and click **OK**.


2. Type **=A6-A7** (Or click the “Function”,  icon. The “=” appears in “A8”. The “Function”,  icon changes to the “Accept”,  icon. Then type "A6-A7".).
3. Press **Enter** (Or click the “Accept”,  icon.) The answer, **5**, appears in **A8**.





Multiplication

The star, *, sign is used for multiplication. To enter the * sign, press the **Shift** key and the number **8**  key.


1. Click on **A8**. To clear cell **A8**, press the **Delete** key. (The “Delete Contents” window appears.) Check the **Delete all** box and click **OK**.
2. Type **=A6*A7** (Or click the “Function”,  icon. The “=” appears in “A8”. The “Function”,  icon changes to the “Accept”,  icon. Then type "A6*A7").
3. Press **Enter** (Or click the “Accept”,  icon.) The answer, **50**, appears in **A8**.





Division

The slash, /, sign is used for division. To enter the slash, /, sign, press the  key [? And /].

1. Click on **A8**. To clear cell **A8**, press the **Delete** key. (The “Delete Contents” window appears.) Check the **Delete all** box and click **OK**.
2. Type **=A6/A7** (Or click the “Function”,  icon. The “=” appears in “A8”. The “Function”,  icon changes to the “Accept”,  icon. Then type "A6/A7").
3. Press **Enter** (Or click the “Accept”,  icon.) The answer, **2**, appears in **A8**.

Exponentiation

The number **10²** is written as **10^2**. To enter the ^ sign, press the **Shift** key and the number **6**,  key.

1. Click on **A9**.
2. Type **=A6^A7** (Or click the “Function”,  icon. The “=” appears in "A9". The “Function”,  icon changes to the “Accept”,  icon. Then type "A6^A7").
3. Press **Enter** (Or click the “Accept”,  icon.) The answer, **100000**, appears in **A8**.




Enter Formulas

When you type in formulas, the order of operations must be correct. The correct order is: exponentiation, multiplication, division, addition, then subtraction. Let’s pretend we want to perform a calculation using the equation:

$$x + 10$$

$$y + 20$$


and suppose we entered it into Calc as follows:

1. Select the **A** column. (Click on the letter "A." The whole "A "column is selected)
2. Press **Delete**. (Make sure the "Delete all" box is checked.)
3. Press **OK**.
4. Click on **A1**.
5. Type **20** in **A1** and press **Tab**.
6. Type **10** in **B1** and press **Tab**. (Cell C1 becomes active)
7. Type the formula **=A1+10/B1 + 20**.(Or click the "Function",  icon which changes to the "Accept", , icon. Type "A1+10/B1+20").
8. Press **Enter** (Or click the "Accept", , icon. The answer, **41**, appears in **C1**.)

The answer **should be 1**, using **x = 20** and **y = 10**, but we got **41** for an answer! Why? Because Calc interpreted the equation as:

$$20 + (10/20) + 20$$

which equals **40.5** and rounds up to **41**. If you use formulas with equations in the numerator and denominator, you need to use parenthesis () to force the spreadsheet to calculate them properly. Make the following changes:

1. Click on **C1**.
2. Click on the **Input Line**.
3. Edit the formula to read **=(A1+10)/(B1+20)**. (Click just before the **A**, then Press the (key [Shift-9]. Click after the **0** in 10, then press the) key [Shift-0]. Click just before the **B**, then Press the (key [Shift-9]. Click after the **0** in 20, then press the) key [Shift-0]).
4. Click the **Accept**, , icon (green check mark.) The correct answer, **1**, appears in **C1**.

Note

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Edited by Sue Barron