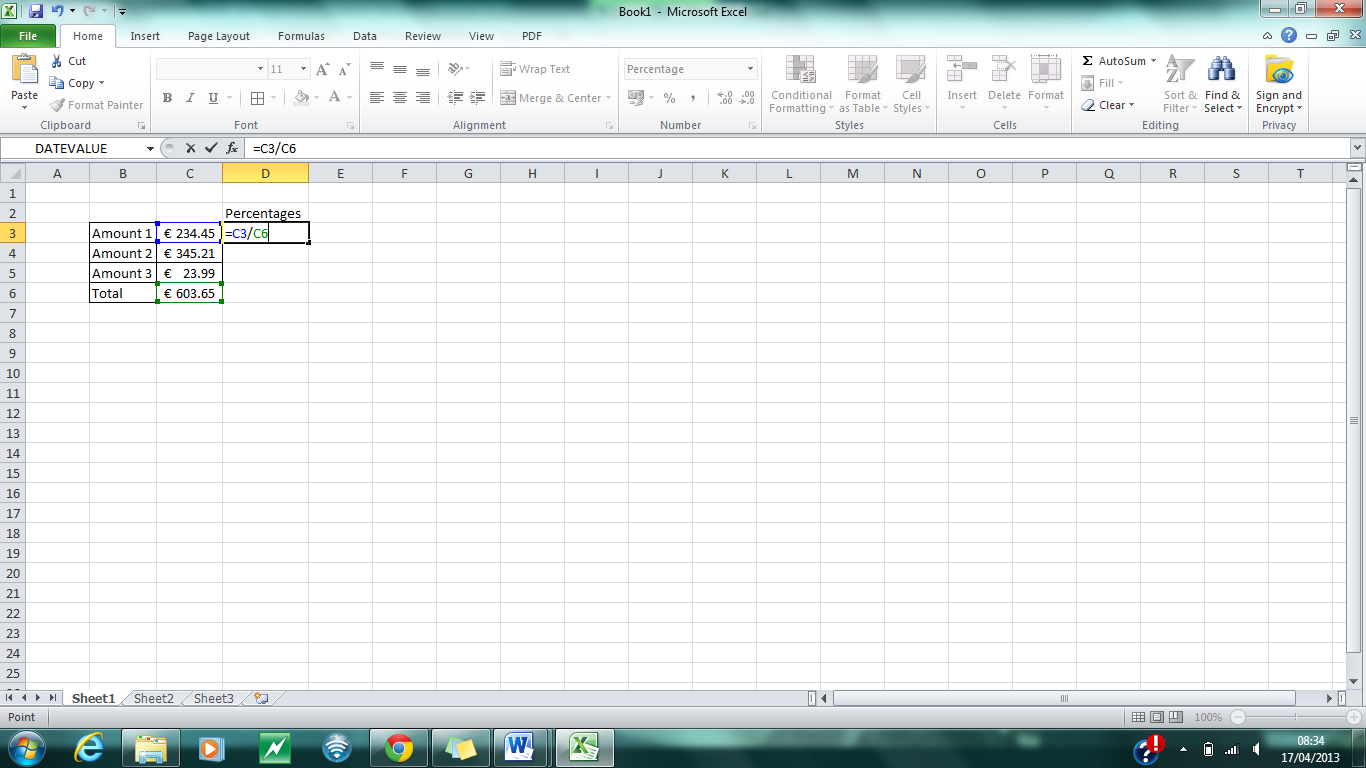
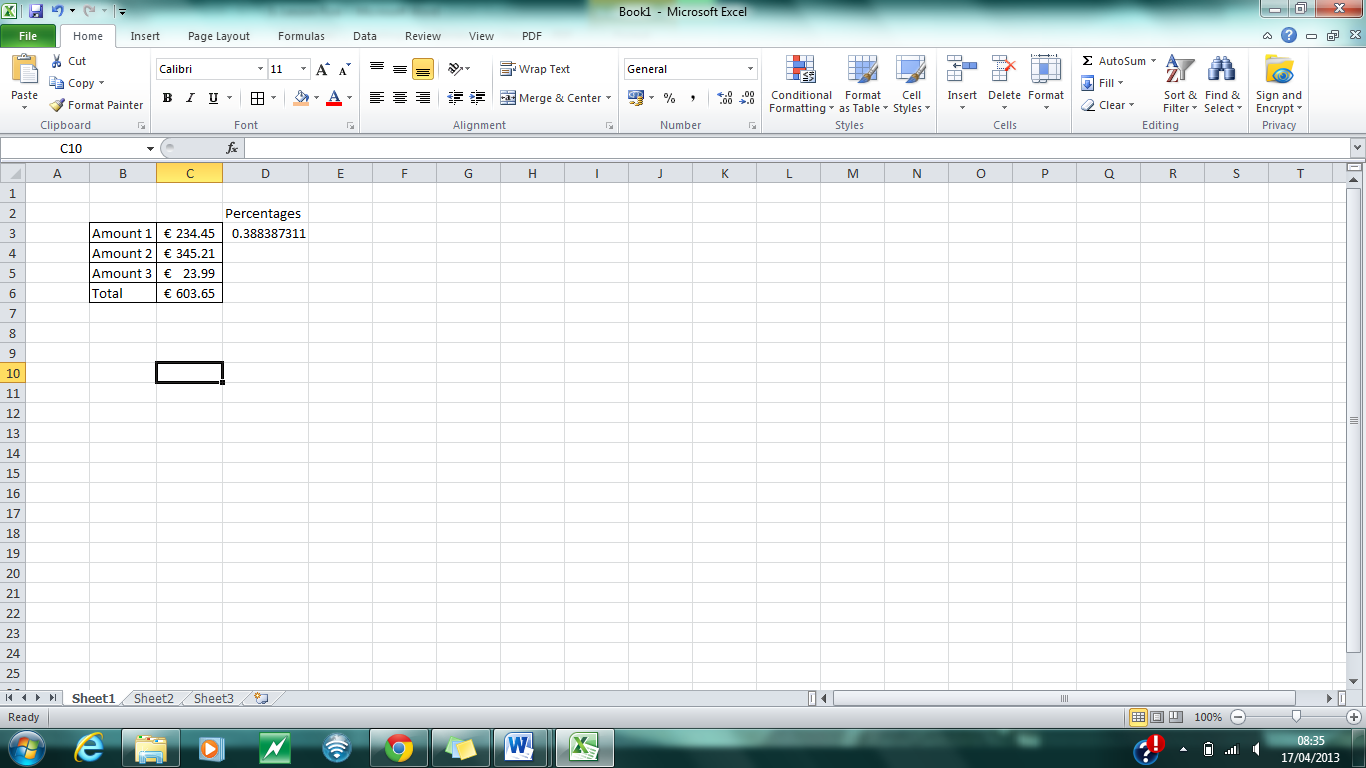
Lesson Five

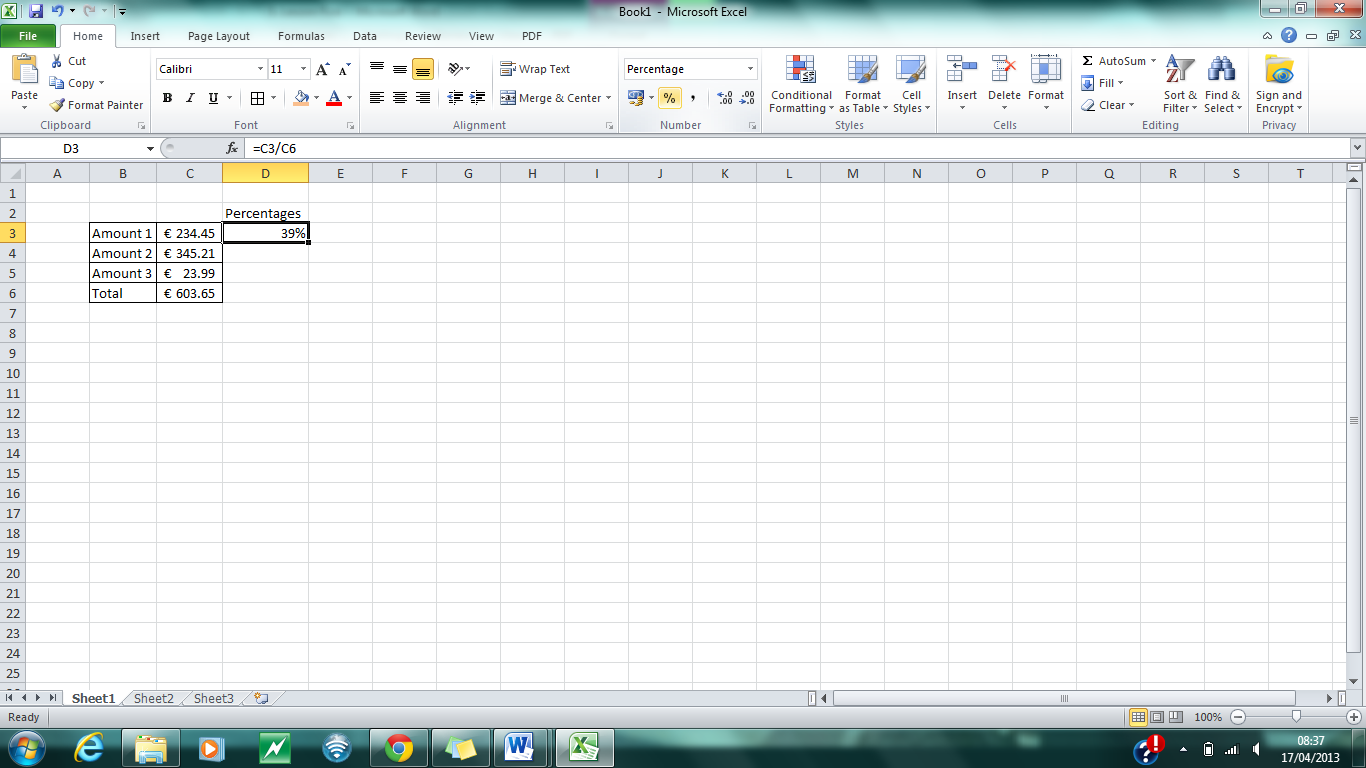
**Replicating a formula**

* You would replicate a formula when you wish the same formula to be used on other values.
* You could either use Auto-Fill or the increment method (these are both done in lesson 3.

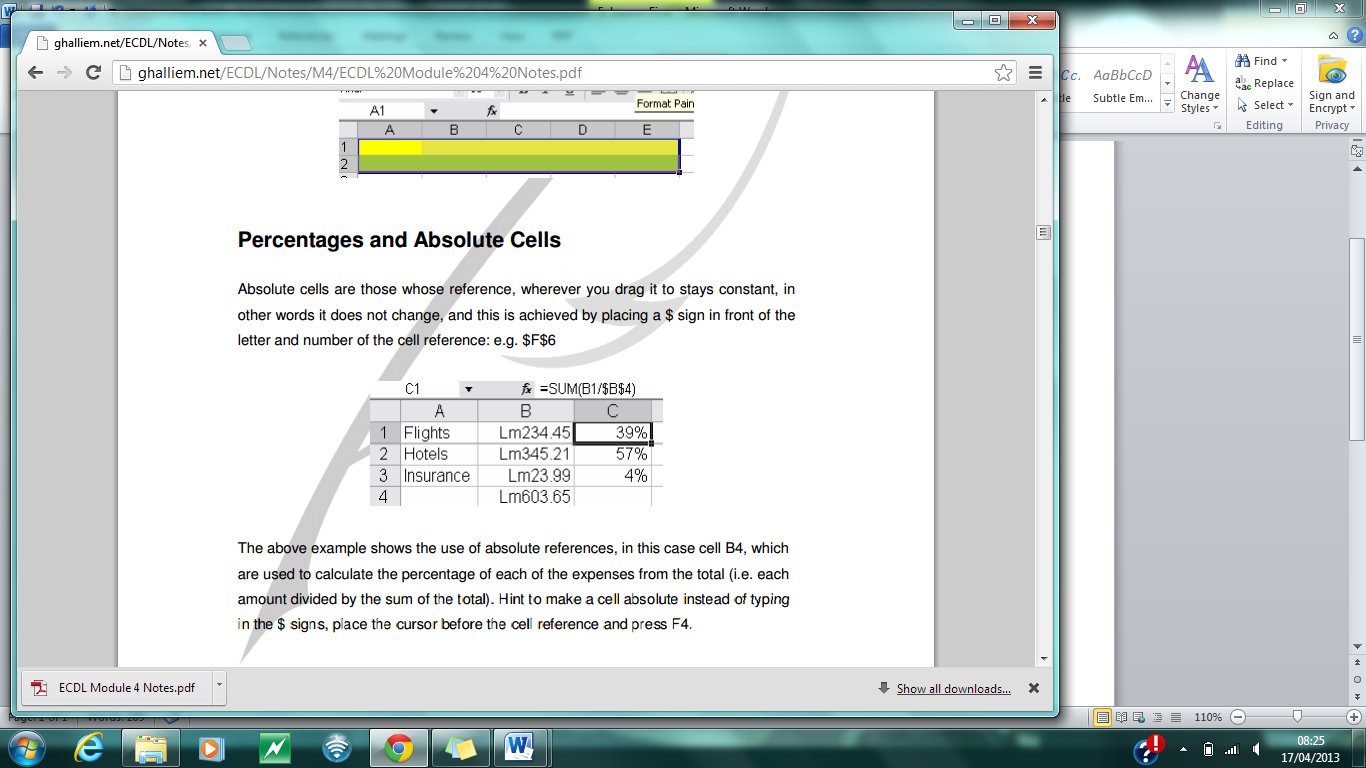
**Percentages**

* To find a percentage we need to;
  1. Divide each amount by the total
  2. Press the % sign to change the result to a percent





**Absolute addressing**

* This is when you want to replicate a formula but you wish to keep one cell reference the same throughout the formulas.
* This is done by using the $ sign.
* In the above example we have used absolute addressing on B4

**The IF formula**

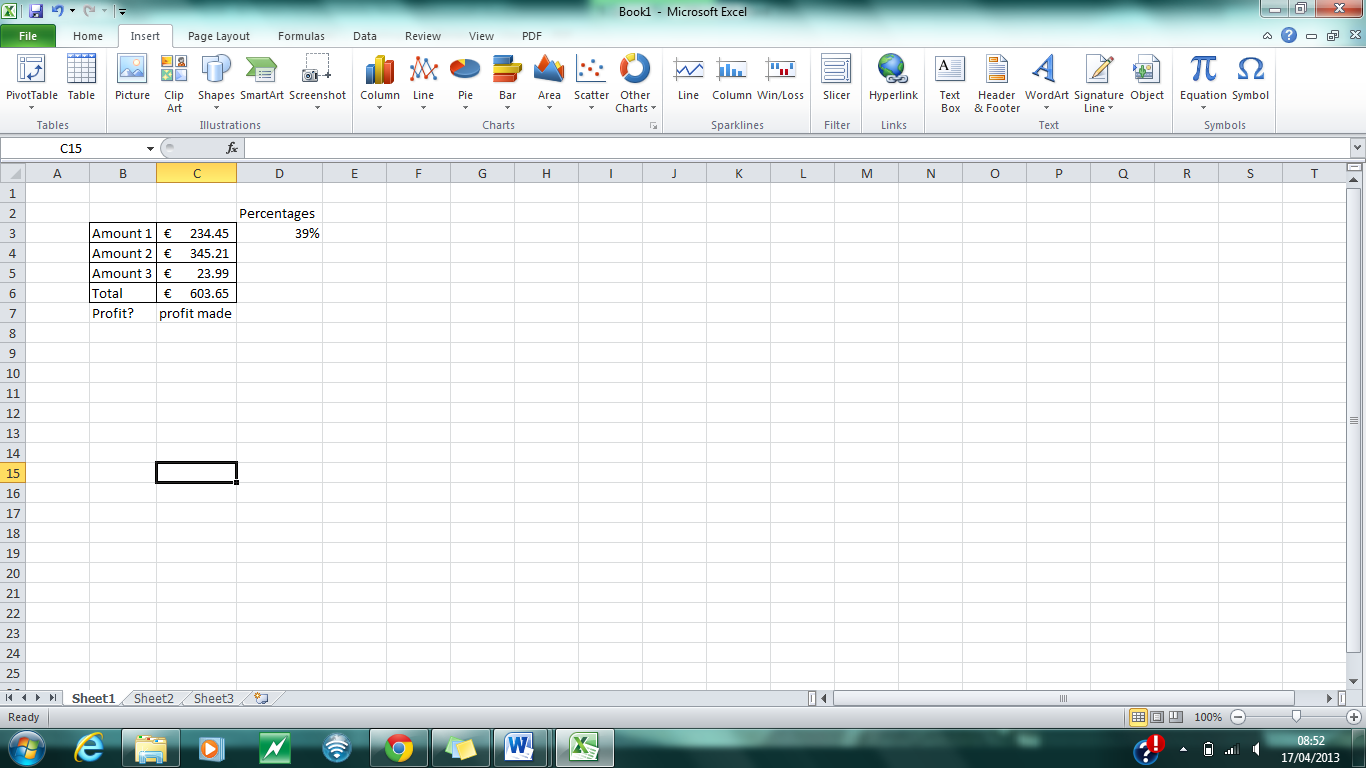
* The if formula is used to make a comparison between values
* Depending on the answer excel would output a value on the screen
* Structure of the if formula

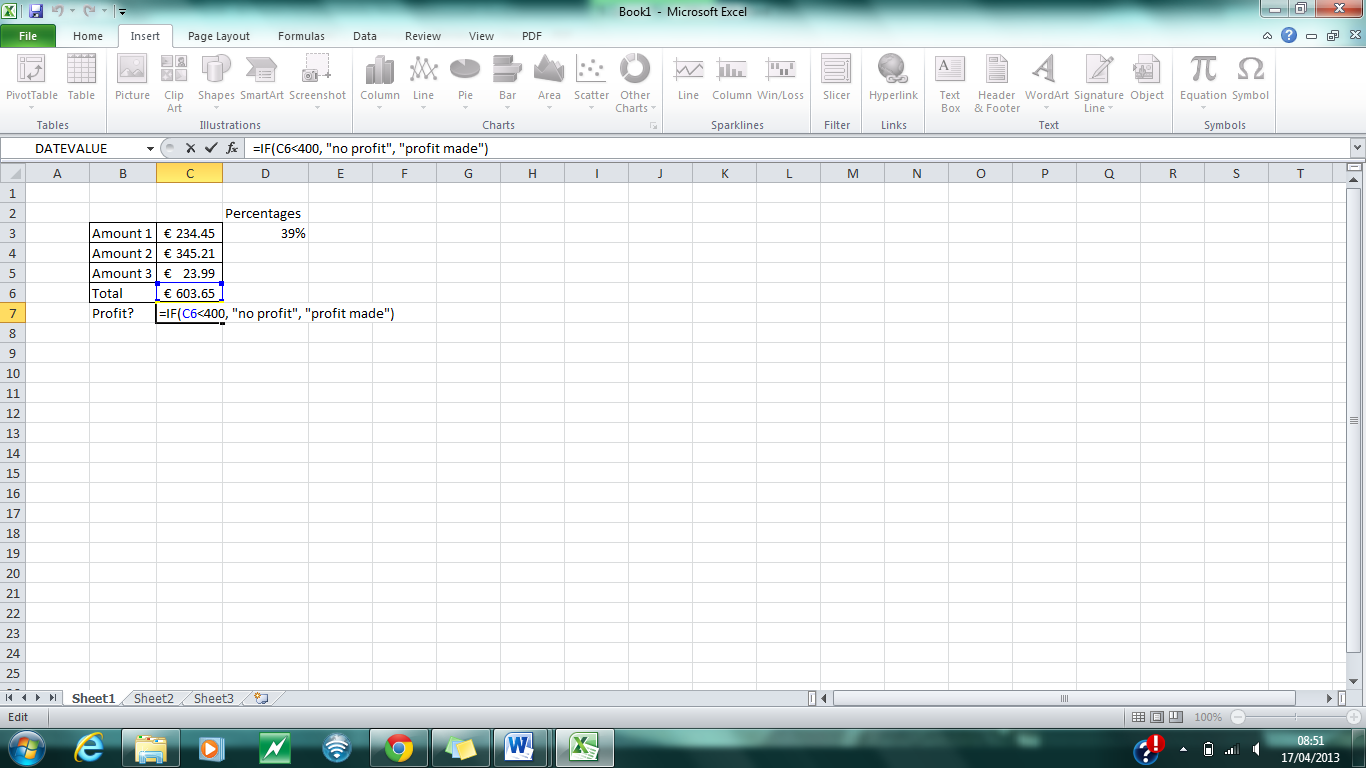
**=IF(comparison, ”text if true”, “text if false)**

**EXAMPLE**

* Suppose we have the sheet bellow
* We want to show the words ‘No profit’ if the total is less than 400euro and ‘Profit made’ if the total is more than 400euro
* Hence we use the following formula;

**=IF(C6>400, “no profit”, “profit made”)**





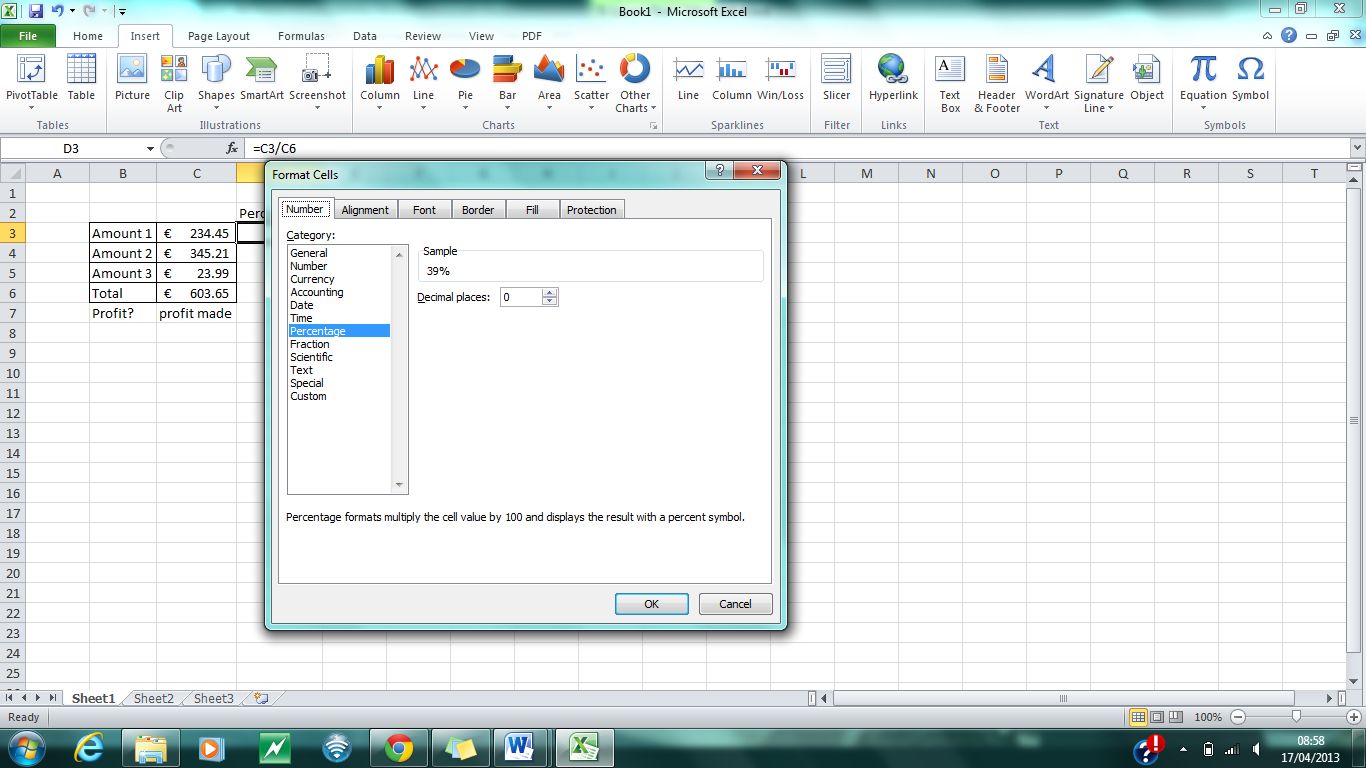
**Other comparison we may use**

|  |  |
| --- | --- |
| **+** | **Addition** |
| **-** | **Subtraction** |
| **/** | **Division** |
| **\*** | **Multiplication** |
| **>** | **Greater than** |
| **<** | **Less than** |
| **>=** | **Greater than or equals to** |
| **<=** | **Less than or equals to** |
| **=** | **Equals** |

**Formatting numbers**

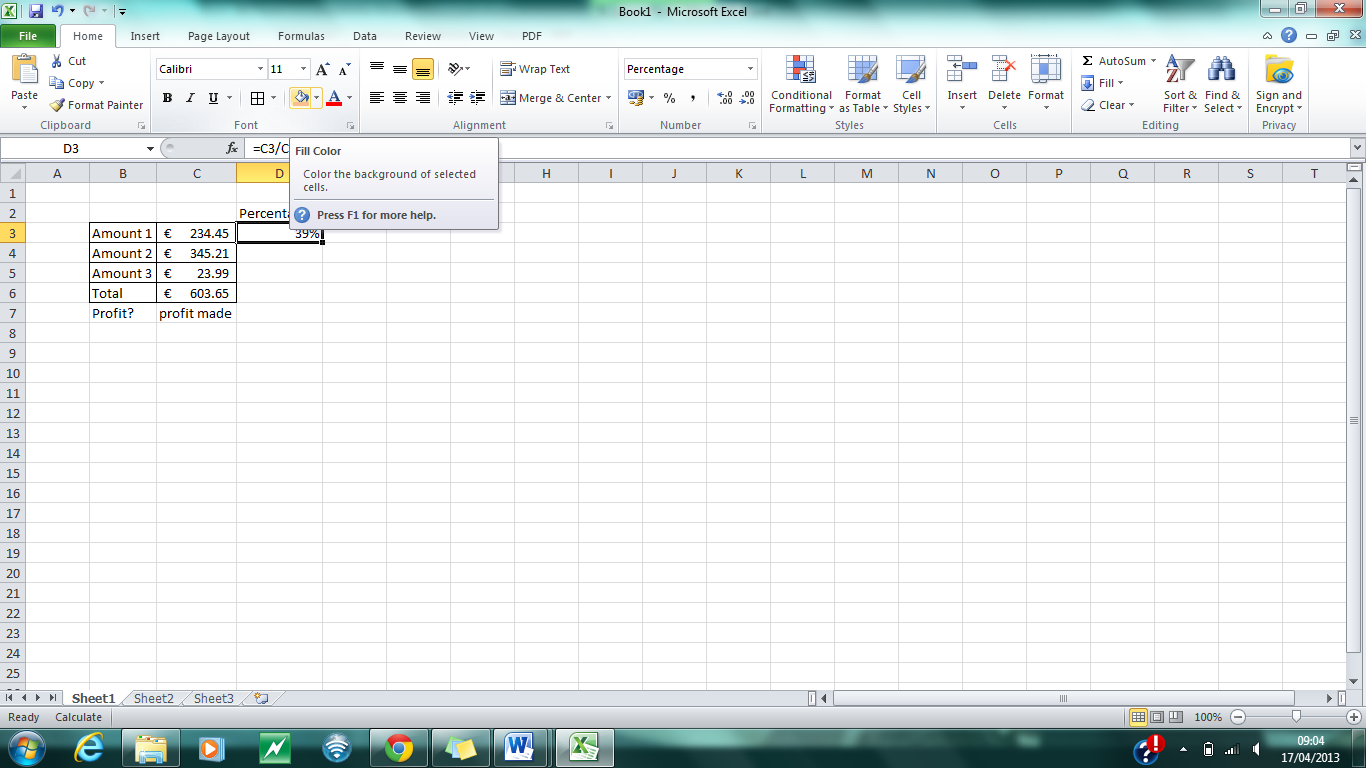
* Different number formats
  + Percentage
  + Currency
  + Decimal places
  + Separators (for thousand)
  + Date style

* To change the number format of cells to the above
  + Right click on the cell
  + Click on Format cells
  + Choose the desired format



**Formatting background color of cells**

* Select the cell you wish to edit
* Click on the fill button and select a color

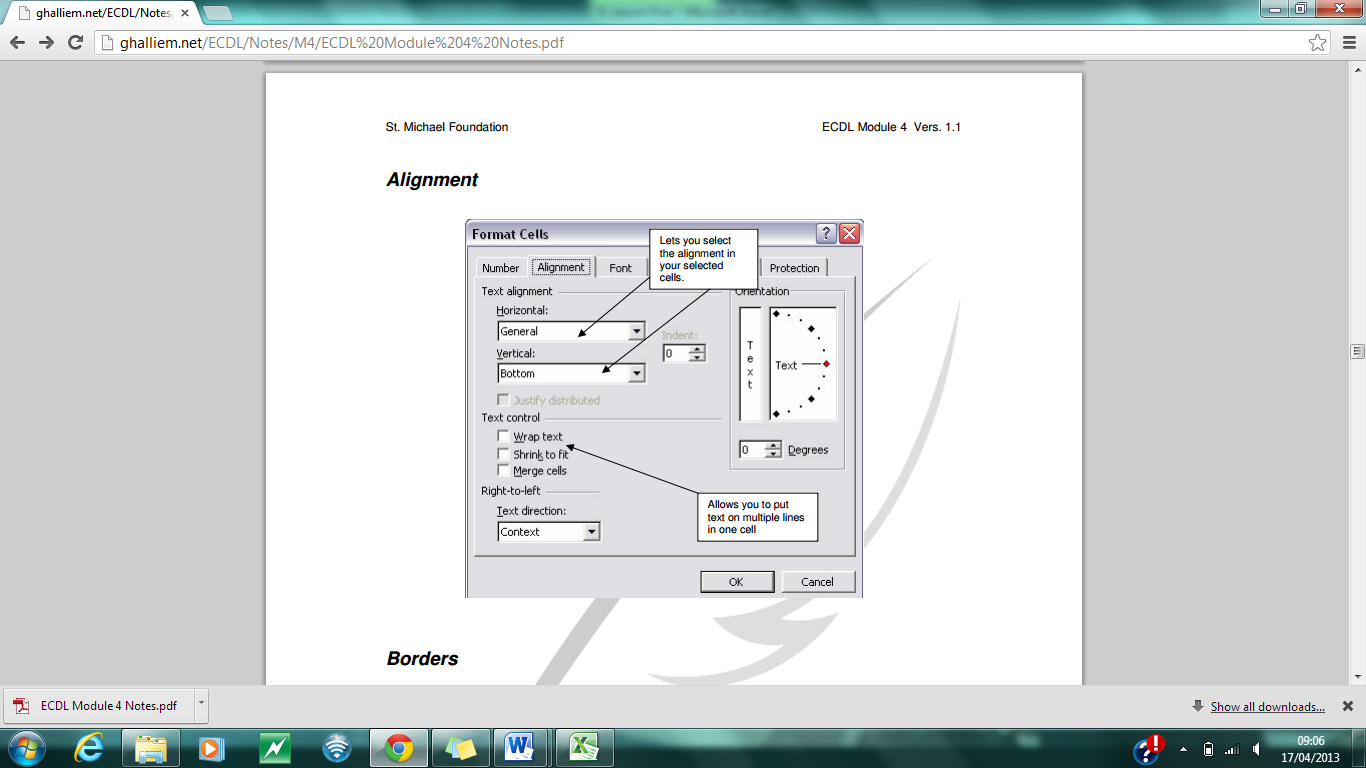


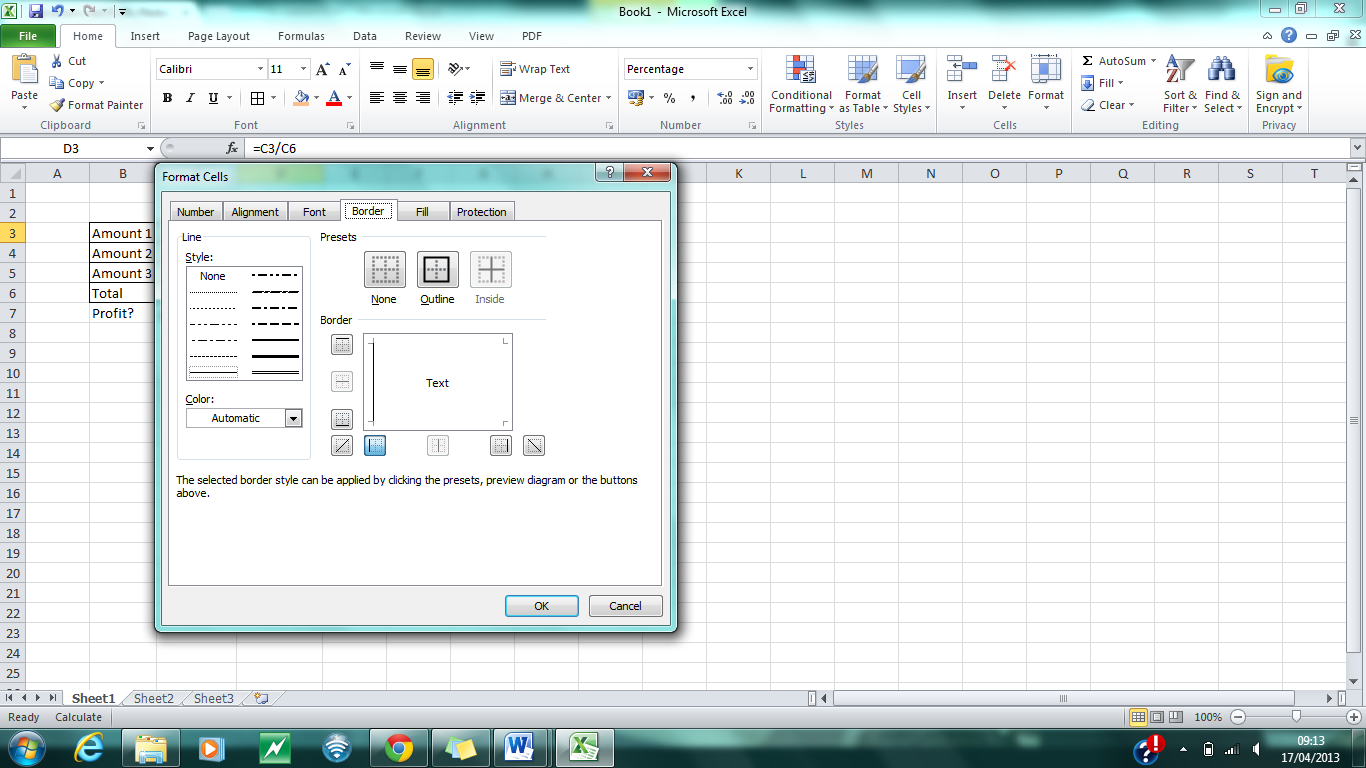
**Formatting alignment**

* To format the alignment of the cells
  + Select the cell you wish to format
  + Right click and select Format cells

You have to click and drag the line to your preferred alignment

* + Select alignment
  + You will find many options indicated below

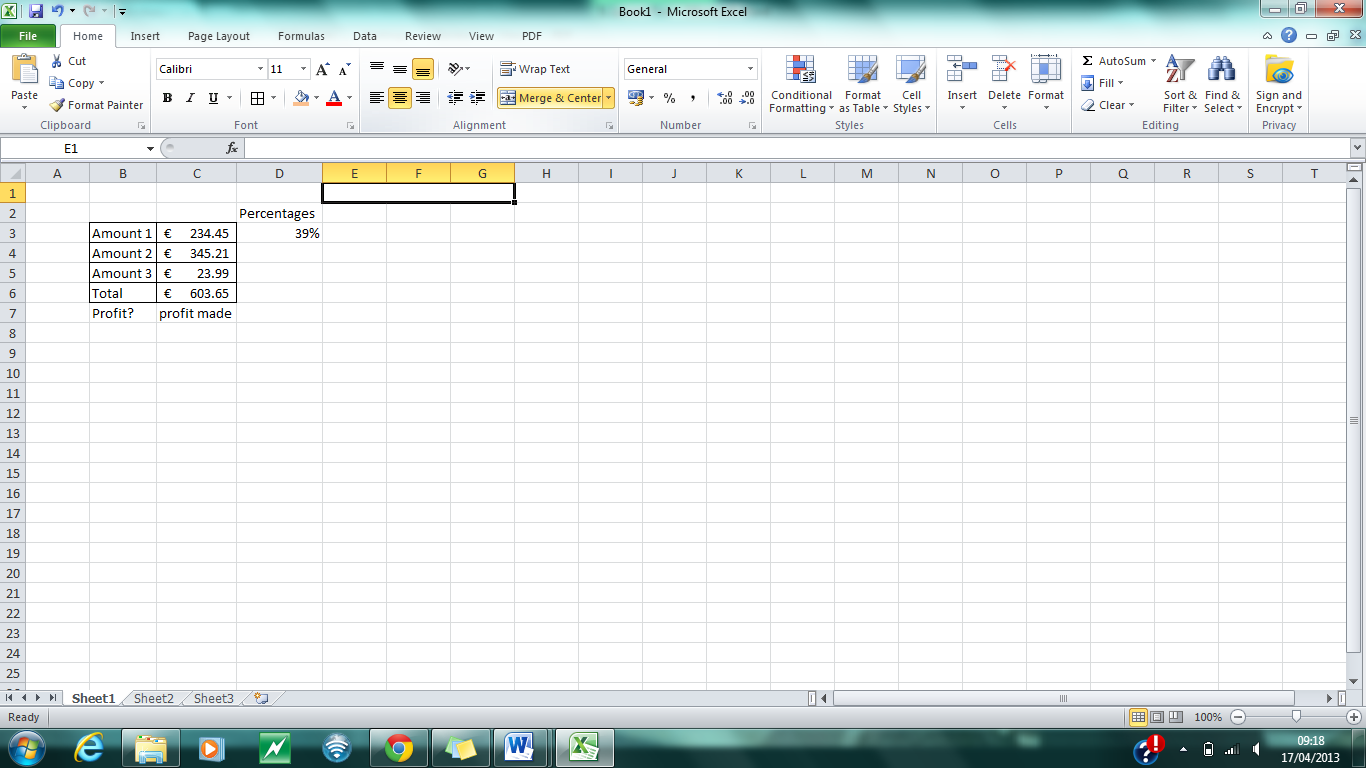




**Formatting borders**

* To format the borders of the cells
  + Select the cell you wish to format
  + Right click and select Format cells
  + Select Border

**Merging cells**

* To merge cells
  + Select the cells you wish to merge
  + Click on the merge icon