

Using formulae in spreadsheets (Microsoft Excel)

Step-by-step instruction for using a formula

(put a check mark in the circle once you have completed that step)

- () **Step 1.** Click on the first cell in the column right beside your Number of Sun Spots data
- () **Step 2.** Type in the following -- =if(B2 > 90, "yes", "")
 - What this does is tells the computer to check the cell (B2) to see if the number there is greater (bigger) than 90. If it is, the computer will write down "yes". If not, then it will leave the cell blank.
- () **Step 3.** Now we have to copy that formula down the page for all our data.
- () **Step 4.** Select the cell you just put the formula in and click "Edit" and slide down to "Copy".
- () **Step 5.** Now highlight all the cells down to the last one with data
- () **Step 6.** With the cells still highlighted, click "Edit" and "Paste"
 - Your formula should now be in all the cells in that column (remember, you can't see the formula).
 - You might also see that the computer has written in "yes" in some of the cells.
- () **Step 7.** Now we have to do something similar in the next column.
- () **Step 8.** For the next column, use this formula
⇒ =if(B2 < 20, "yes", "")
- () **Step 9.** Do the same thing to paste the formula into all the cells

You might ask, why did we use a formula? As you can see, we put the computer to work in finding those numbers bigger than 90 and less than 20. We could have done this ourselves, but the computer made it much easier and computers rarely make mistakes!!

You have now successfully used a formula,
Great Work!!!