



MISSISSIPPI STATE UNIVERSITY™ EXTENSION

Center for Technology Outreach

How to Create Simple Formulas in Excel

Step 1: Always start a formula in Excel with the = (equals sign)

Step 2: To quickly add values, use AutoSum  (Home tab, **Editing** group).

Step 3: To create your own formula, start by entering the (=) sign in the cell

Step 4: Click in the first cell of the number to use in the formula

Step 5: Then, enter the mathematical operation, such as +, -, *, /

Step 6: Click in the second cell of the number to use in the formula

Step 7: Press Enter on your keyboard

	A	B
1	Budget	
2		
3	June	1200
4	July	1500
5	Total Budget	=B3+B4