REMINDER: Emailed to a group account. Do NOT reply using the email group account.



# How to Perform Simple Table Calculations Directly in Word

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	Sample 8 16
	Sample 9 18
-	Sample 10 20
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3. The Formula window will pop-out.

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Number format:			~
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4. In the <u>Formula field</u>, enter the formula with the equal sign then Click

3. The Formula window will pop-out.

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Eormula:				
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4. In the <u>F</u>ormula field, enter the formula with the equal sign then Click OK.

# NOTE:

- Word's **default** formula is the **SUM** Function.
  - ✓ If the cell you selected is at the bottom of a column of numbers, Word's default formula is =SUM(ABOVE).

Category	Values	1
Sample1	2	Formula ?
Sample 2	4	Formular
Sample 3	6	=SLM(ABOVE)
Sample 4	8	Number format:
Sample 5	10	
Sample 6	12	Paste function: Paste bookmark:
Sample 7	14	
Sample 8	16	
Sample 9	18	OK Cance
Sample 10	20	Date:
TOTAL		

 ✓ If the cell you selected is at the right end of a row of numbers, Word's default formula is =SUM(LEFT).

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OK.

## NOTE:

- Word's **default** formula is the **SUM** Function.
  - ✓ If the cell you selected is at the bottom of a column of numbers, Word's default formula is =SUM(ABOVE).

Category	Values	
Sample 1	2	Formula
Sample 2	4	Formula:
Sample 3	6	=SUM(ABOVE)
Sample 4	8	Mumber Format
Sample 5	10	Munder tormac
Sample 6	12	
Sample 7	14	Paste function:
Sample 8	16	-
Sample 9	18	
Sample 10	20	
TOTAL		

 ✓ If the cell you selected is at the right end of a row of numbers, Word's default formula is =SUM(LEFT).

Category	Sample 1	Sample 2	Sample 3	Sample 4	Sample 5	TOTA
Values	2	4	6	8	10	
	1	Formula				
		Eormula:				
		=SUM(LEFT)				
		Number format	ř.			
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		Paste fynction:	Past	te bookmark:		
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			OK	Cance		

• You can also use **basic formulas and function** (e.g. AVERAGE,

#### Category Sample1 Sample2 Sample3 Sample4 Sample5 TOTAL Values 6 8 10 2 4 Formula ? 🗙 Eormula: =SUM(LEFT) Number format: \* Paste function: ~ ÓK. Cancel

- You can also use basic formulas and function (e.g. AVERAGE, COUNT, MIN, MAX, etc.) by using the Paste <u>function</u> field:
  - 1) Enter equal sign in the <u>F</u>ormula field, then select a particular function in the **Paste function** field (e.g. AVERAGE).

Category	Values
Sample1	2
Sample 2	4
Sample 3	6
Sample 4	8
Sample 5	10
Sample 6	12
Sample 7	14
Sample 8	16
Sample 9	18
Sample 10	20
TOTAL	

Cance

**OK** 

Formula	2
Eormula:	
-	
Number format:	
Paste function:	Parster bookmark:
ABS	
AND	Cancel
COUNT	10
DEFINED	
IF	
INT	

2) The function will be copied to the <u>F</u>ormula field. Supply in the parenthesis the column/row (e.g. ABOVE, LEFT or RIGHT) to

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## COUNT, MIN, MAX, etc.) by using the Paste function field:

1) Enter equal sign in the <u>F</u>ormula field, then select a particular function in the **Paste f<u>unction</u>** field (e.g. AVERAGE).

Category	Values
Sample1	2
Sample 2	4
Sample 3	6
Sample 4	8
Sample 5	10
Sample 6	12
Sample 7	14
Sample 8	16
Sample 9	18
Sample 10	20
TOTAL	

Formula		
Eormula:		
<b>H</b> 2		
Number format:		
[		1
Paste function:	Par	ste bookmark:
ABS	~	
AND	OK	Cancel
COUNT DEFINED FALSE		

2) The function will be copied to the <u>F</u>ormula field. Supply in the parenthesis the column/row (e.g. ABOVE, LEFT or RIGHT) to be calculated, depending on the position of the cell where you place the cursor in which you want the calculated value to appear.

Formula:	Formula:
=AVERAGE()	=AVERAGE(ABOVE)
Number format:	Number format:
×	—/
Paste function: Paste bookmark:	Paste function: Paste bookmark:
OK Cancel	OK Caprel
OK Cancel	OK Cancel

be calculated, depending on the position of the cell where you place the cursor in which you want the calculated value to appear.

Eormula:		
=AVERAGE()		
Number format:		
Paste function:	Paste bo	ookmark:

Eormula:				
=AVERAGE(ABOVE)				
Number format:				
Paste function:	Paste bookmark:			
	291			

5. Now, you have your calculated field/value.

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Vier Pro	ect • w Gridlines perties	Delete	Insert Above	ert Below ert Left ert Right	Mer Split	
1	Table	R	ows & Columns	6	Me	

Category	Values
Sample1	2
Sample 2	4
Sample 3	6
Sample 4	8
Sample 5	10
Sample 6	12
Sample 7	14
Sample 8	16
Sample 9	18
Sample 10	20
TOTAL	110

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5.	Now,	you have your ca	alculated field/va	lue.
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			Category	Values
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			Sample 2	4
			Sample 3	6
			Sample 4	8
	÷.		Sample 5	10
			Sample 6	12
			Sample 7	14
	~		Sample 8	16
			Sample 9	18
			Sample 10	20
	-		TOTAL	110
	0.1			

Whenever a numeric value in your row or column is updated (e.g. in the example above, Sample 10 value is changed from 20 to 30), the calculated field can also be updated by:

Highlight and then right click on the calculated value within the table. Select (Update Field) Update Field.
Notice that the calculated field is also updated.

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	Sample 3	0 43 3	ane		Sample 2	4
	Sample 4	0 10	Update Field	100	Sample 3	6
	Sample 5	12	Cont Freid		Sample 4	8
	Sample 7	14 .	Loggie Field Codes		Sample 5	10
	Sample 8	16 =	Four-		Sample 6	12
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	Sample 10	30	punets		Sample 8	16
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