

SPREADSHEETS: COPYING FORMULAS

It is often quicker to COPY a value or formula down a column or across a row than it is to enter formulas more than once. In this lesson you will learn how to copy formulas. You will also learn some applications of copying formulas.

A: Copying Formulas

Enter the following spreadsheet onto your computer.

Spreadsheet 4

	A	B	C	D	E	F
1	Pet Store Chain					
2		Store 1	Store 2	Store 3	TOTAL	
3	Dogs	20	30	10		
4	Cats	10	20	10		
5	Fish	200	300	300		
6	TOTAL					
7						
8						

1. Copy a Formula Down

Step 1: In CELL E3 enter the formula = SUM (B3:D3) press ENTER.

Step 2: Move the cursor (in the shape of a cross) onto CELL E3 and LEFT CLICK. Then press Ctrl C. The cell should get a blinking dotted line around it.

Step 3: Move the cursor again to CELL E3 and press the left button of the mouse. Then drag the cursor DOWN to cell E5 and stop pressing the mouse button down. You should see a grey area over the cells you dragged down over. Now press Ctrl V. You should see the totals for each different animal.

Write down the values you get in cells E3, E4, and E5 on spreadsheet 4 above. These values should equal the values you get if you add across each row.

This is called FILLING DOWN or COPYING DOWN