Writing Formulas

1. Open a workbook in Excel.
2. Select the cell where you would like the formula to display the results.
3. In the Formula bar, do one of the following:
   a. Click on the formula icon.
      i. Select a formula from the list and select **OK**.
      
      ![Image of formula list]

      ii. Enter any values needed for the formula.

      ![Image of function input]

      iii. Click **OK**.

   b. Click on the formula bar.
      i. Enter the equal sign.

      ![Image of formula bar]

      ii. Enter your formula.

      ![Image of formula entry]

      iii. Press **Enter** on the keyboard to have the formula compute the value.