

## OVERVIEW

Many people are not aware that Word tables have the ability to do calculations, using basic formulas.

A formula can be created using the AutoSum button on the Tables and Borders toolbar, or by using the Formula option under the Table menu.

### To 'AutoSum' Numbers in a Table

1. Position the cursor in the cell where you want the total to appear.

Month	Q1
Units Sold	3,592
Sales Revenue	\$143,662
Cost of Sales	89,789
Gross Margin	53,873
Salesforce	8,000
Advertising	10,000
Corp Overhead	21,549
Total Costs	

2. On the **Tables and Borders** toolbar, click the **AutoSum** button.



3. The total appears in the cell.

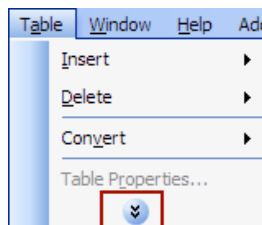
**Tip:** The AutoSum button first looks for numbers above, and, if it doesn't find any, it looks for numbers to the left.

### Tables and Border toolbar not showing?

1. From the **View** menu, select **Toolbars**.
2. From the list of toolbars, select **Tables and Borders**.

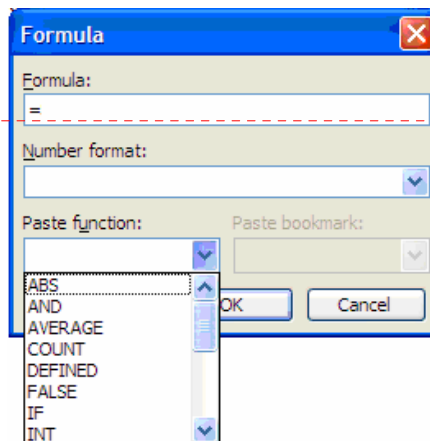
## To Create a Specific Formula

1. Position the cursor in the cell where you want the formula to appear.
2. From the **Table** menu, choose **Formula**.  
If necessary, click the Expand arrow at the bottom of the menu.



The **Formula** dialog box opens.

3. If the Formula defaults to "SUM(ABOVE)," and you want to use another function, delete "SUM(ABOVE)" before continuing.
4. Click the drop-down arrow for the **Paste Function** field to see the options.



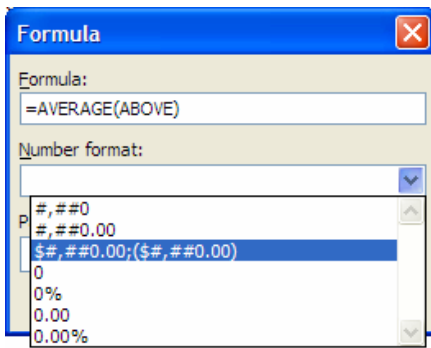
5. Choose an option, then complete the formula if necessary.

**Comment [MJD1]:** This section is great for lawyers – a quick summary

**Comment [MJD2]:** You don't need an expensive graphics program to add callouts or magnify sections of a screenshot. TechSmith's Snag-It does a great job.

## Quick Tip: Creating a Table Formula

- Click the drop-down arrow for the **Number Format** field to see the options.



**TIP:** If there is no format that exactly matches your needs, you can edit the format after selecting it – for example, to delete the “\$” sign.

- Click **“OK”** to create the formula.

### To Switch Between Formula and Result

- Press Alt-F9 to see all formulas in the table.

Month	Q1	Q2	Q3	Q4	Total
Units Sold	3,592	4,390	3,19	{ =SUM(LEFT) \#	
Sales Revenue	\$143,442	\$175,587	\$127,70	"#,##0")	
Cost of Sales	89,789	109,742	79,81	{ =SUM(LEFT) }	
Gross Margin	{ =B5-B6 \#	{ =C5-C6 \#	{ =D5-D6 \#	{ =E5-E6 \#	{ =SUM(LEFT) }
	"#,##0")	"#,##0")	"#,##0")	"#,##0")	
Salesforce	8,000	8,000	9,000	9,000	{ =SUM(LEFT) }
Advertising	10,000	10,000	10,000	10,000	{ =SUM(LEFT) }
Corp Overhead	21,549	25,338	19,155	28,732	{ =SUM(LEFT) }
Total Costs	{ =SUM(ABOVE) }	{ =SUM(ABOVE) }	{ =SUM(ABOVE) }	{ =SUM(ABOVE) }	{ =SUM(LEFT) }
Prod. Profit	{ =B5-B10 }	{ =C5-C10 }	{ =D5-D10 }	{ =E5-E10 }	{ =F5-F10 }

- Press Alt-F9 again to return to the results of the calculations (the actual numbers).

### To Update the Fields

If, after copying/pasting a formula, the number is not correct, you need to update the formula.

- Click the formula.
- Press **F9**, or right-click and choose **Update Field**.
- To update all fields in the document, press **Ctrl-A** first, to “select all.”