

## Formulas, Part 2: Applying a Formula over a Range of Cells

This short guide will show you how to apply a single formula over a range of cells in an Excel Spreadsheet. This example will use a basic addition formula, but you can apply different equations using the same basic steps in this guide. Please see the [Formulas, Part 1 Quick Guide](#) if you want to learn how to insert a formula into a spreadsheet.

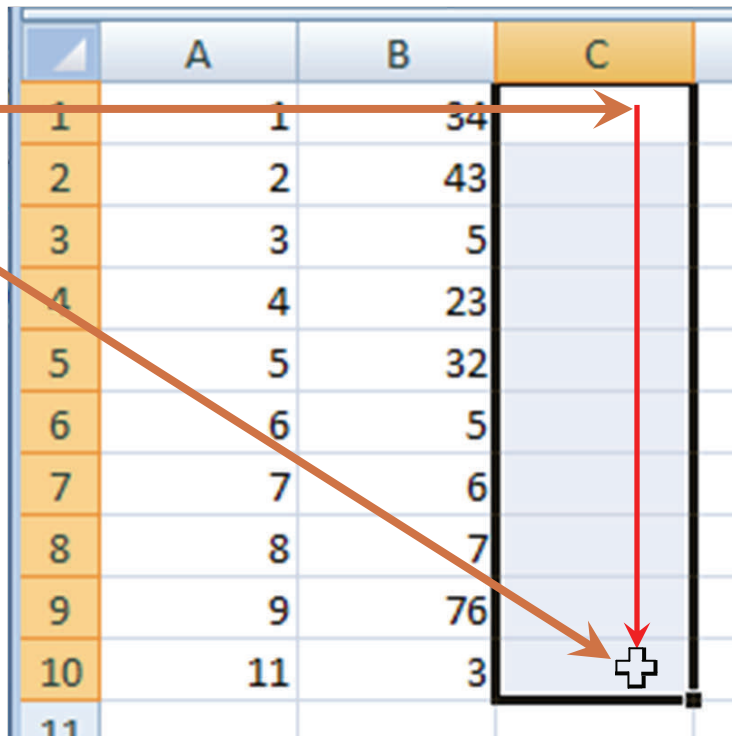
1.) The first step is to open up an existing Excel sheet or create a new one. Notice column **C** in my example. I am going to apply the same math function (addition) to cells **C1** through **C10**. The result will be to make each cell in column **C** contain the sum of the figures in columns **A** and **B**, for the same row.

	A	B	C
1	1	34	← 1 + 34
2	2	43	← 2 + 43
3	3	5	← 3 + 5
4	4	23	← 4 + 23
5	5	32	← 5 + 32
6	6	5	← 6 + 5
7	7	6	← 7 + 6
8	8	7	← 8 + 7
9	9	76	← 9 + 76
10	11	3	← 11 + 3
11			

2.) I left-click in cell **C1**, and continue to depress the mouse button as I drag the cursor down to cell **C10**.

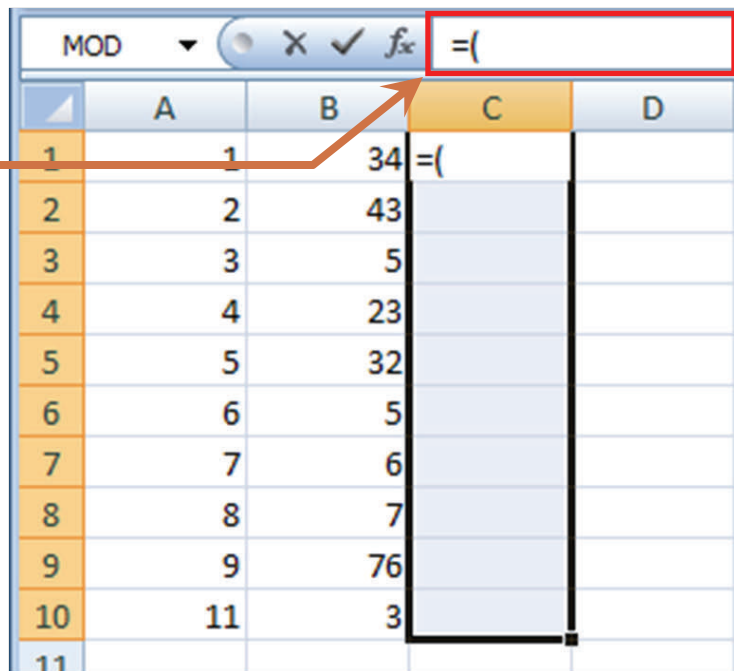
The cells will be highlighted as they are in this example when I am done selecting them.

	A	B	C
1	1	34	
2	2	43	
3	3	5	
4	4	23	
5	5	32	
6	6	5	
7	7	6	
8	8	7	
9	9	76	
10	11	3	
11			



3.) After I select the cell range — **C1-C10** — to which I'm going to apply the same formula, I go up to the formula — "fx" — box.

I enter a "=" followed by a beginning parenthesis character. The "=" indicates that I am entering a formula, and the "(" tells Excel that the formula will be contained within the parentheses. (This same information is automatically copied to **C1**, the first cell of the range to which I'm applying this formula.)



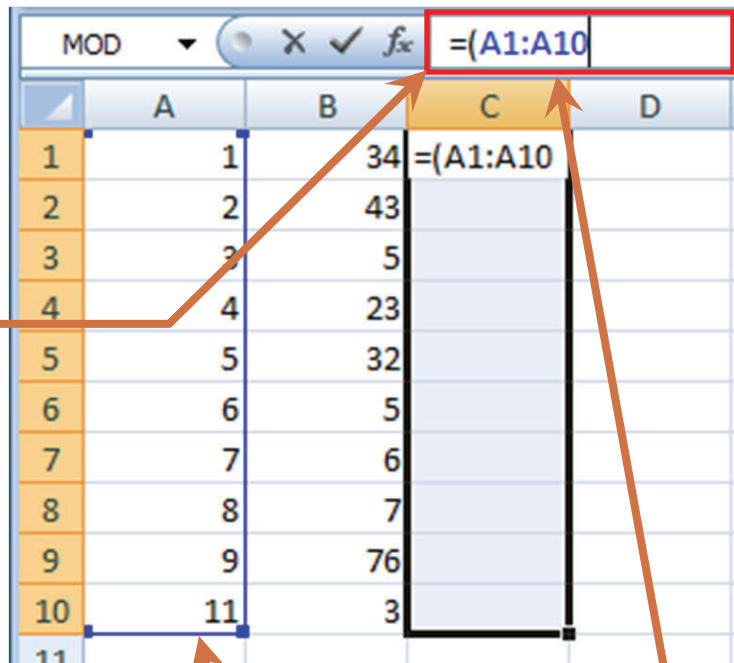
The screenshot shows an Excel spreadsheet with columns A, B, C, and D, and rows 1 through 11. The formula bar at the top shows the text "=( ". A red box highlights the formula bar. An orange arrow points from the text "I go up to the formula — 'fx' — box." to the formula bar. Another orange arrow points from the text "I enter a '=' followed by a beginning parenthesis character." to the "=" and "(" characters in the formula bar. A selection box is visible around cells C1 through C10.

	A	B	C	D
1	1	34	=(	
2	2	43		
3	3	5		
4	4	23		
5	5	32		
6	6	5		
7	7	6		
8	8	7		
9	9	76		
10	11	3		
11				

4.) Since I am adding a range of cells, I begin by specifying the first range of my formula. In this case, that's cells **A1** through **A10**, so the first part of the formula will be **A1:A10**. I now enter this in the formula box after the beginning parenthesis.

Again, the same information is automatically repeated in the first cell of the range, **C1**.

We noticed in **Formulas, Part 1** that Excel shows individual cell names in formulas in distinctive **colors**, and puts boxes of the same **color** around the corresponding cells. Here we see this principle gets extended to an entire *range* of cells:



The screenshot shows the same Excel spreadsheet as above. The formula bar now shows the text "=(A1:A10". A red box highlights the formula bar. An orange arrow points from the text "I now enter this in the formula box after the beginning parenthesis." to the "A1:A10" text in the formula bar. Another orange arrow points from the text "Again, the same information is automatically repeated in the first cell of the range, C1." to the "=(A1:A10" text in the formula bar. A selection box is visible around cells A1 through A10.

	A	B	C	D
1	1	34	=(A1:A10	
2	2	43		
3	3	5		
4	4	23		
5	5	32		
6	6	5		
7	7	6		
8	8	7		
9	9	76		
10	11	3		
11				

5.) Next I enter the “+” symbol, to indicate that I am going to use addition. Then I enter the rest of the formula, by designating the second range of cells, “B1:B10”, followed by the ending parenthesis character.

	A	B	C	D
1	1	34		
2	2	43		
3	3	5		
4	4	23		
5	5	32		
6	6	5		
7	7	6		
8	8	7		
9	9	76		
10	11	3		
11				

6.) My final step, after entering the formula, is to press the Control and Enter keys simultaneously (**Ctrl + Enter**). This will fill in the values for column C.

	A	B	C	D
1	1	34	35	
2	2	43	45	
3	3	5	8	
4	4	23	27	
5	5	32	37	
6	6	5	11	
7	7	6	13	
8	8	7	15	
9	9	76	85	
10	11	3	14	
11				