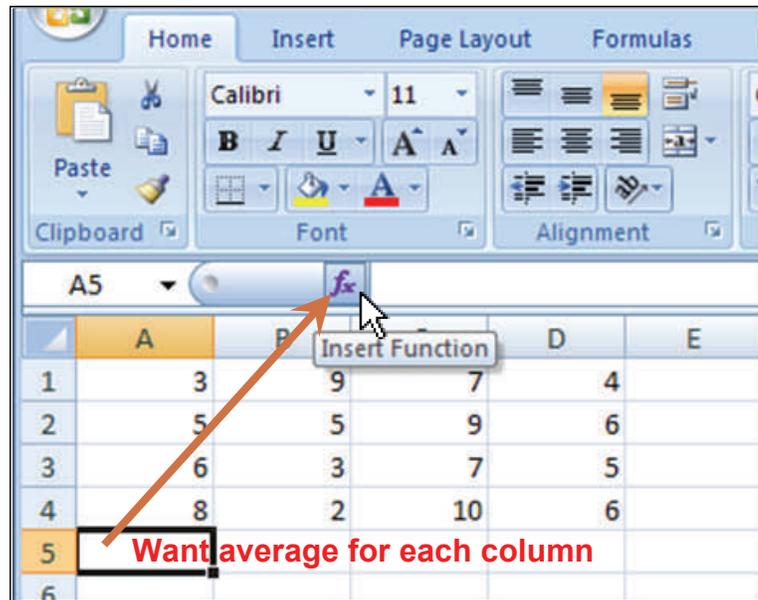


## Formulas, Part 4: Single Formula for Multiple Columns

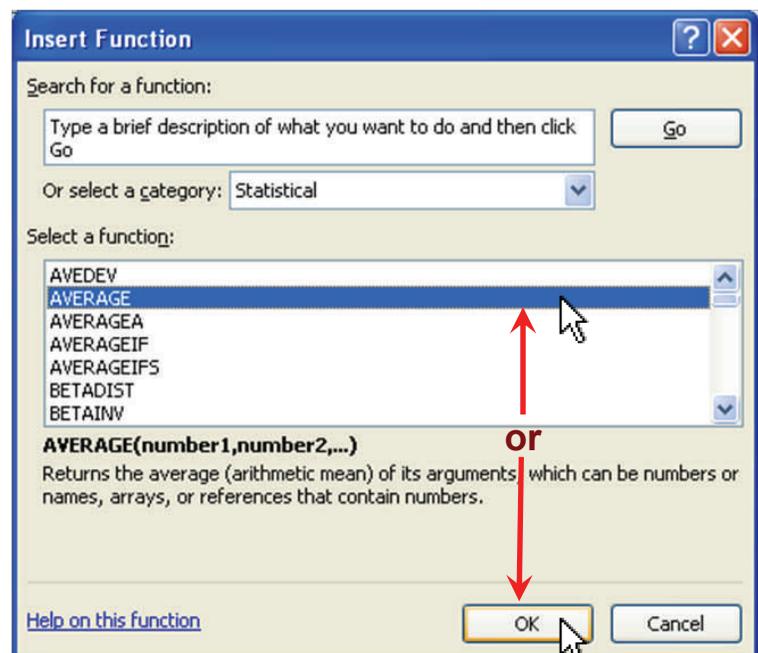
This guide will show you a quick way to spread a single formula over a range of columns in an Excel spreadsheet. Using the technique shown in the “**Formulas, Part 3**” Quick Guide, and expanding on it, this example will show you how to use the “paste function” to find the average (mean) over a range of cells, and then apply that formula over multiple columns. You can apply other formulas using the same basic steps in this guide.

1.) I want to find the average of each column’s figures. So, the first thing I do is click in cell **A5**, where the first answer will go, and then double-click the **fx** button to the left of the Formula Bar, to get assistance in finding the right formula.

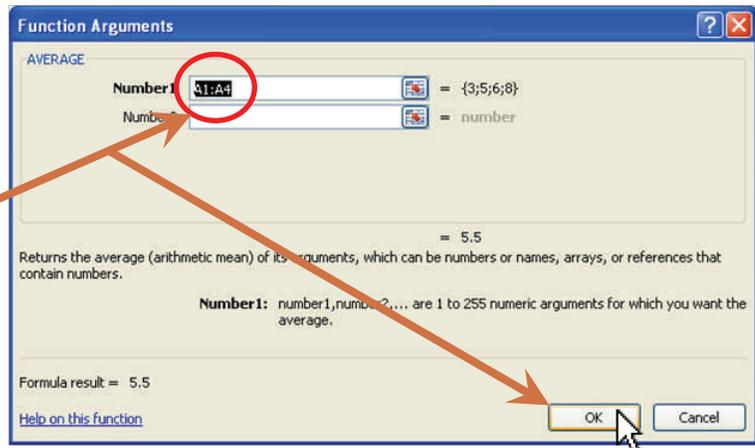


2.) This brings up the **Insert Function** dialog box. I select the **AVERAGE** function from the **Statistical** category, and either double-click on the choice, or select it and then click on the **OK** button.

(For details on other ways to use this box to find appropriate formulas, see previous Quick Guide, “**Formulas Part 3: Finding Formulas with the Paste Function.**”)



3.) The **Function Arguments** box opens up. I click the **OK** button in the lower right corner to select this AVERAGE function and apply it to cells **A1-A4**, with the result to be entered in cell **A5**.



4.) The average for the first column now appears in cell **A5**. I place my cursor on the fill handle (small cross in the bottom right corner of the cell), and left-click with my mouse.

	A	B	C	D	E	F
1	3	9	7	4		
2	5	5	9	6		
3	6	3	7	5		
4	8	2	10	6		
5	5.50					
6						
7						

5.) I hold down the left-click button on my mouse as I drag the cursor across the cells where I want the average to appear underneath each column.

	A	B	C	D	E	F
1	3	9	7	4		
2	5	5	9	6		
3	6	3	7	5		
4	8	2	10	6		
5	5.50					
6						
7						

6.) When the mouse's left button is released, the AVERAGE formula is installed in boxes **B5-D5**, and the numerical averages compute and appear.

	A	B	C	D	E	F
1	3	9	7	4		
2	5	5	9	6		
3	6	3	7	5		
4	8	2	10	6		
5	5.50	4.75	8.25	5.25		
6						
7						