

Absolute cell addressing – e.g., \$B\$4

Microsoft Excel 2003

An **absolute address** in the cell does not change when it is copied to another location on the worksheet. The “\$” sign locks the row and column, eg. \$B\$3. By preceding the two parts of the cell reference with the \$ symbol we are making that **reference absolute**.

1. Select the cell where the result should go, eg. C4

	A	B	C	D
1			Interest Rate	0.4%
2				
3	Month	Units	Interest	
4	Jan	20		
5	Feb	59		

2. Type “=”

	A	B	C	D
1			Interest Rate	0.4%
2				
3	Month	Units	Interest	
4	Jan	20	=	
5	Feb	59		

3. Click the cell that you want to multiply by, eg. B4

	A	B	C	D
1			Interest Rate	0.4%
2				
3	Month	Units	Interest	
4	Jan	20	=B4	
5	Feb	59		
6	Mar	15		

4. Type “*”

	A	B	C	D
1			Interest Rate	0.4%
2				
3	Month	Units	Interest	
4	Jan	20	=B4*	
5	Feb	59		

5. Select the Interest Rate cell, i.e., D1

	A	B	C	D
1			Interest Rate	0.4%
2				
3	Month	Units	Interest	
4	Jan	20	=B4*D1	
5	Feb	59		



6. Press the **F4** key

	A	B	C	D
1			Interest Rate	0.4%
2				
3	Month	Units	Interest	
4	Jan	20	=B4*\$D\$1	
5	Feb	59		



7. Press **ENTER** key to complete

	A	B	C	D
1			Interest Rate	0.4%
2				
3	Month	Units	Interest	
4	Jan	20	0.08	
5	Feb	59		



Fill handle

Results

	A	B	C	D
1			Interest Rate	0.4%
2				
3	Month	Units	Interest	
4	Jan	20	0.08	
5	Feb	59	0.236	
6	Mar	15	0.06	
7	Apr	263	1.052	
8	May	125	0.5	
9	Jun	2	0.008	
10	Jul	45	0.18	
11	Aug	19	0.076	
12	Sep	103	0.412	
13	Oct	325	1.3	
14	Nov	95	0.38	
15	Dec	24	0.096	

Formula view

	A	B	C	D
1			Interest Rate	0.004
2				
3	Month	Units	Interest	
4	Jan	20	=B4*\$D\$1	
5	Feb	59	=B5*\$D\$1	
6	Mar	15	=B6*\$D\$1	
7	Apr	263	=B7*\$D\$1	
8	May	125	=B8*\$D\$1	
9	Jun	2	=B9*\$D\$1	
10	Jul	45	=B10*\$D\$1	
11	Aug	19	=B11*\$D\$1	
12	Sep	103	=B12*\$D\$1	
13	Oct	325	=B13*\$D\$1	
14	Nov	95	=B14*\$D\$1	
15	Dec	24	=B15*\$D\$1	