# Displaying a formula in cells

Microsoft Excel 2003

You may wish to display the script of a formula contained in a particular cell to show how you performed your calculation.
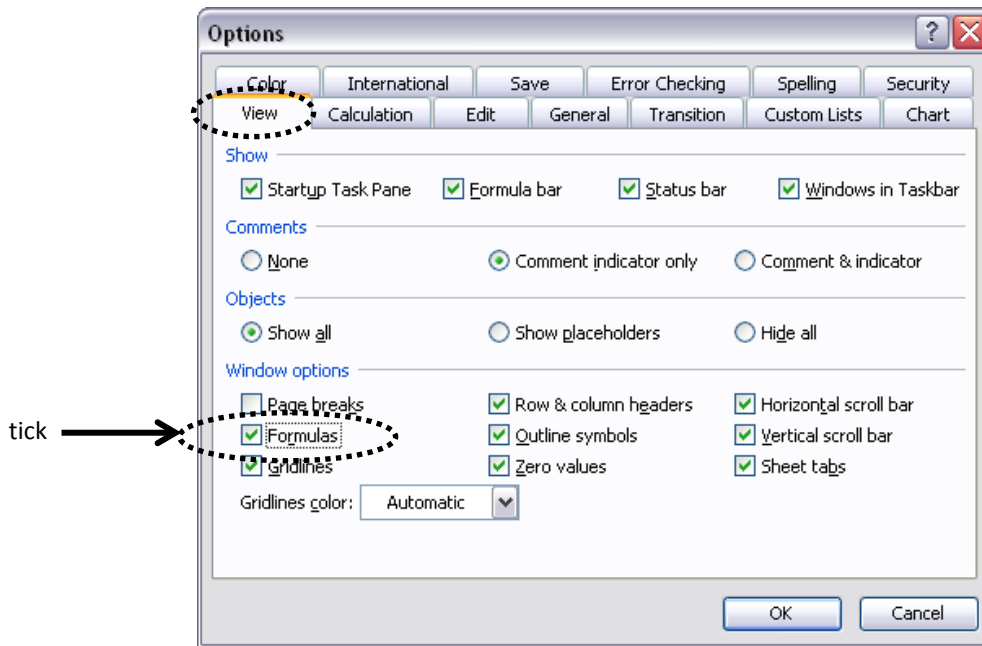
e.g.) Sample data – **TOTAL** cells contain formulas (cells are greyed).

Month	JAN	FEB	MAR	APR	MAY	JUNE	AVERAGE	TOTAL
RENT	445	445	445	445	445	445	445	3115
PG&E	98	96	80	78	92	88	89	621
H20	20	20	20	20	20	20	20	137
Total	563	561	545	543	557	553	553	3872

1. **Tools > Options**
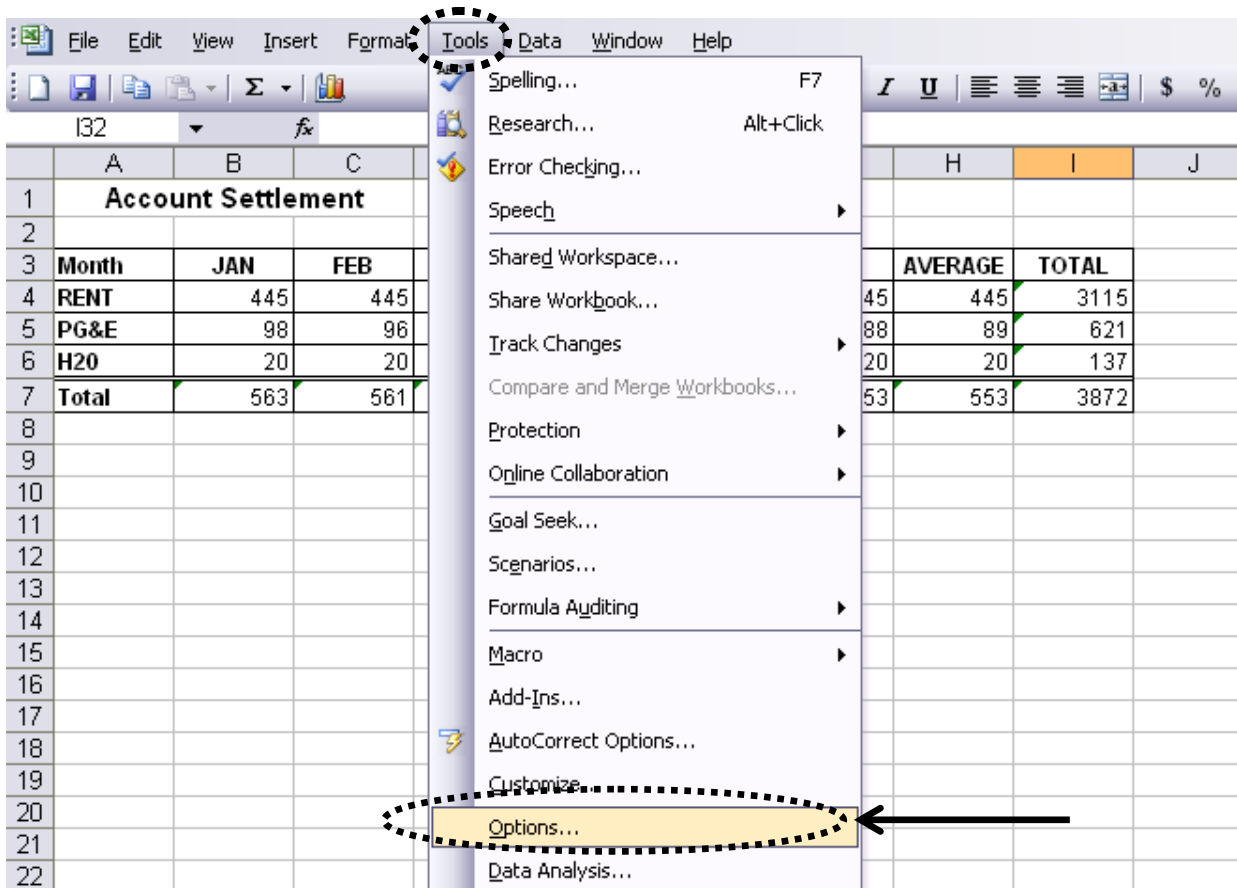
2. Tick on the **Formulas** box in the **View** tab > Click **OK**

3. The formulas are now shown.

	A	B	C	D	E	F	G	H	I
1	Account Settlement								
2									
3	Month	JAN	FEB	MAR	APR	MAY	JUNE	AVERAGE	TOTAL
4	RENT	445	445	445	445	445	445	445	=SUM(B4:H4)
5	PG&E	98	96	80	78	92	88	88.6666666666667	=SUM(B5:H5)
6	H20	19.5	19.5	19.5	19.5	19.5	19.5	19.5	=SUM(B6:H6)
7	Total	=SUM(B4:B6)	=SUM(C4:C6)	=SUM(D4:D6)	=SUM(E4:E6)	=SUM(F4:F6)	=SUM(G4:G6)	=SUM(H4:H6)	=SUM(I4:I6)
8									

Tip

A shortcut key for showing formulae is:
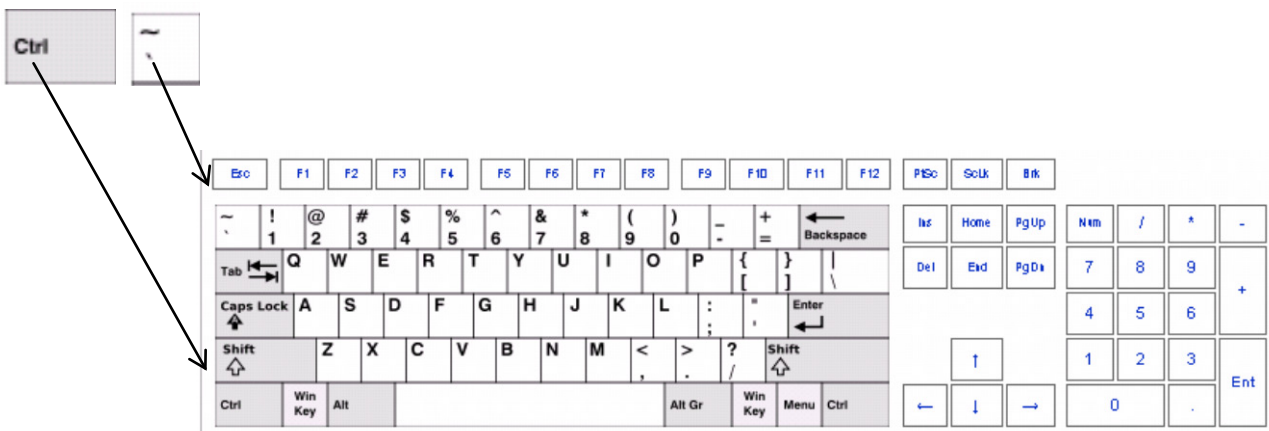
When you finish, perform the same shortcut key to go back to the normal data view.