

## **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

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1	Account Settlement			Speec <u>h</u>	×					
2										
3	Month	JAN	FEB		Share <u>d</u> Workspace			AVERAGE	TOTAL	
4	RENT	445	445		Share Work <u>b</u> ook		45	445	3115	
5	PG&E	98	96		Track Changes		88	89	621	
6	H20	20	20		Track Changes		20	20	137	
7	Total	563	561		Compare and Merge <u>W</u> orkbooks		53	553	3872	
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2. Tick on the **Formulas** box in the **View** tab > Click **OK** 

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3. The formulas are now shown.

	Α	В	С	D	E	F	G	Н	
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	88.66666666666666	=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									

