Massey University

Absolute Cell Addressing – e.g., B4

Microsoft Excel

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. **B3**. 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 multiple by, eg. B4

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

4. Type "*"

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

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	

6. Enter **F4** key

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

F4

LOCK IN!

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		

Enter

Fill handle

Remember to double click on the fill handle to copy the formula to other cells.

This time, you won't get "0"!

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	March	15	0.06	
7	April	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	
16				

Formula view

	A	B	C	D
1			Interest Rate	0.004
2				
3	Month	Units	Interest	
4	Jan	20	=B4*D1	
5	Feb	59	=B5*D1	
6	March	15	=B6*D1	
7	April	263	=B7*D1	
8	May	125	=B8*D1	
9	Jun	2	=B9*D1	
10	Jul	45	=B10*D1	
11	Aug	19	=B11*D1	
12	Sep	103	=B12*D1	
13	Oct	325	=B13*D1	
14	Nov	95	=B14*D1	
15	Dec	24	=B15*D1	