Microsoft

Add, Subtract, Multiply & Divide in Excel

Quick Reference Guide

This guide will help you master the essentials of adding, subtracting, multiplying and dividing numbers in Excel. With these skills, you'll be able to efficiently manage and analyse your data, making your work more productive and accurate.

Add

Let's start with adding 2 values together.
First select the cell where you want to see the result of the calculation (C1).

	A	B	C
1	10	5	

Next, type "=" (which tells Excel you wish to make a calculation) followed by clicking in the first cell you wish to add (in this example, A1), then type "+" then click the second cell (B1).*

B1 | =A1+B1

	A	B	C
1	10	5	=A1+B1

Click Enter (or Tab). Your 2 values are now added together in cell (C1).

	A	B	C
1	10	5	15

* If adding more than 2 values, simply place another "+" and click the next cell e.g. "=A1+B1+C1".

Subtract

Follow the same steps as with addition, replacing the "+" with a "-"

	A	B	C
1	10	5	=A1-B1

→

	A	B	C
1	10	5	5

Multiply

Follow the same steps as with addition, replacing the "+" with a "*"

	A	B	C
1	10	5	=A1*B1

→

	A	B	C
1	10	5	50

Divide

Follow the same steps as with addition, replacing the "+" with a "/"

	A	B	C
1	10	5	=A1/B1

→

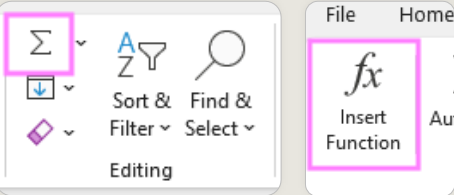|	A	B	C
1	10	5	2

SUM Function

When you want to **Add** multiple cells or a range of cells together, use the **SUM** function.

First select the cell where you want to see the result of the calculation (A5).

Next, insert the **SUM** function. This can be done via the SUM icon under **Editing** on the **Home** tab, via **Insert Function** on the Formulas tab, or by typing **"=SUM("** in the cell.

Next, click on the start of the range of cells you wish to add (A1), holding down the mouse button & dragging to the last cell in the range (A4), then closing the brackets (this tells Excel you have completed the calculation then press Enter (or Tab) to show the results.*
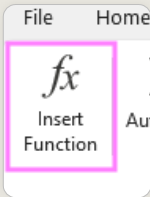

PRODUCT Function

When you want to **Multiply** multiple cells or a range of cells together, use the **PRODUCT** function.

First select the cell where you want to see the result of the calculation (A4).

Next, insert the **PRODUCT** function. This can be done via **Insert Function** on the Formulas tab, or by typing **"=PRODUCT("** in the cell.

Next, click on the start of the range of cells you wish to add (A1), holding down the mouse button & dragging to the last cell in the range (A3), then closing the brackets (this tells Excel we have completed the calculation then press Enter (or Tab) to show the results.*

*If your cells are not in a range, select/type each cell reference followed by a comma e.g. "=SUM(A1,A5,B7)" or "=PRODUCT(A1,A5,B7)"