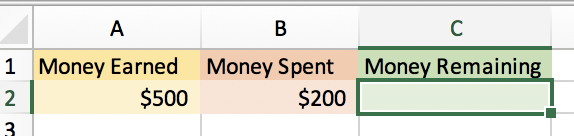
**2.5 How-To: Make an Equation in Excel**

Making an Equation in Excel:

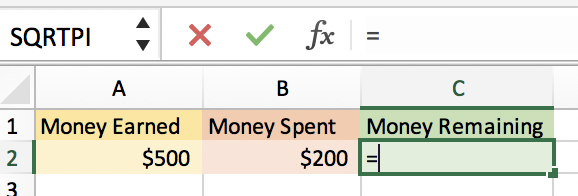
*Below is an example of how to carry out a simple calculation using excel (Finding the difference between two numbers):*

1. **Click** on the cell in which you would like to work. The cell will become bordered with green, this means that this is the cell you are currently working in.

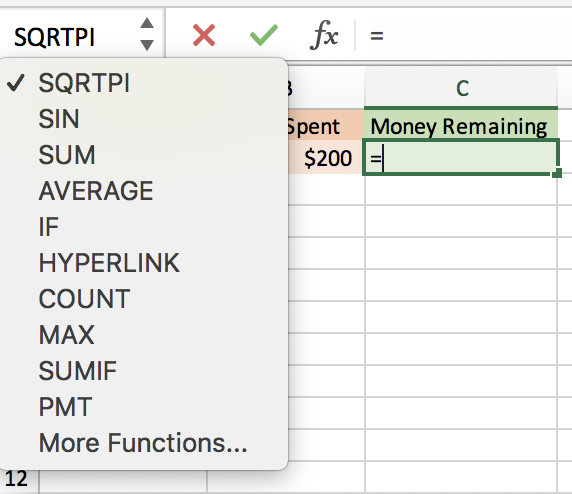




1. **Type “=”** into the cell to begin an equation. You will see the equals sign appear in the line above the spreadsheet. You can use this box or the highlighted cell to type your equation.

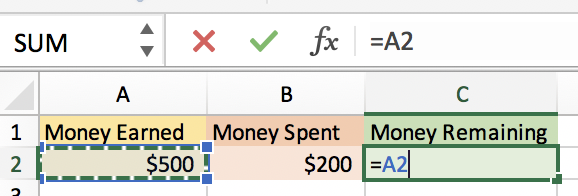


1. **Click** on the drop-down list for a list of formulas and special numbers that you can use.



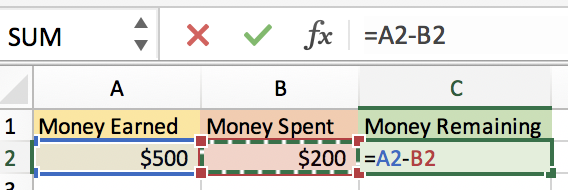


1. For this example, we’ll calculate the total money remaining once the difference between money earned and money spent is taken. To do this, **click** on the amount of money earned to add it to your equation. You will see that the name of the cell (A2) shows up in your equation.



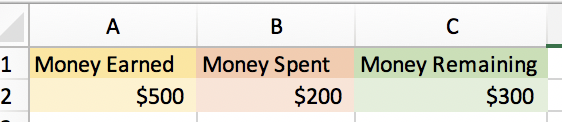


1. **Type “-”** and then **click** on the amount of money spent to find the difference between the two numbers.





1. Once you are finished with your equation, press **enter** to run the calculation. The result will appear in the cell.



To find other equations to use, you can also click on the **Formulas** tab of the workbook to look through different equations and see a description of what they do. In this assignment we will only be using SUM, SIN, COS, ATAN, SQRT, and PI().