ProductivI.T.y — For Internal Use Only

[?] [X]

WHAT's New?

Performing Simple Table Calculations Directly in Word

Every time a Word user wants to perform calculation within a table, the user goes out to a separate spreadsheet such as Excel to do such and then copy it in a Word document.

But Word users can directly and easily calculate within Word tables.

NOTE: ProductivI.T.y is a regular email publication of Information Security and IT Governance under NCVI. For comments and suggestions, kindly email: **ict-process@pjlhuillier.com**

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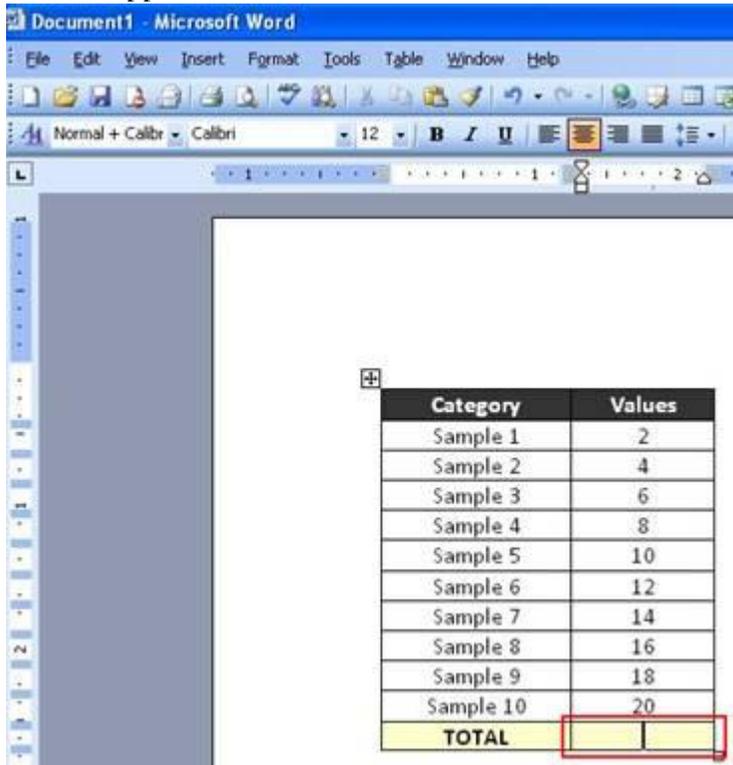
OK   Cancel

How to Perform Simple Table Calculations Directly in Word

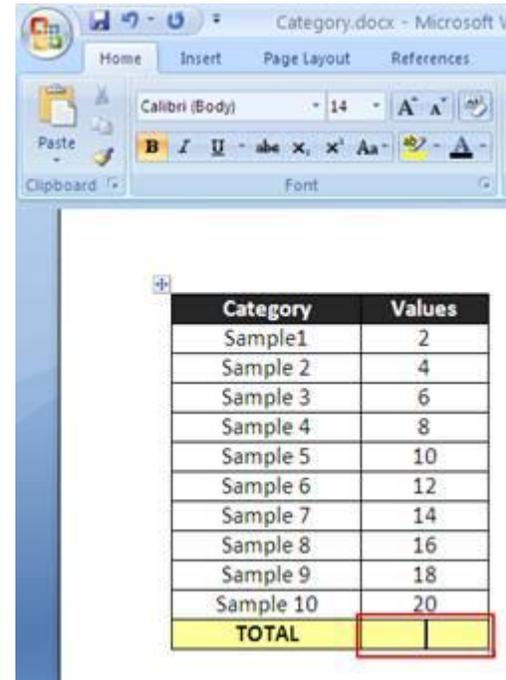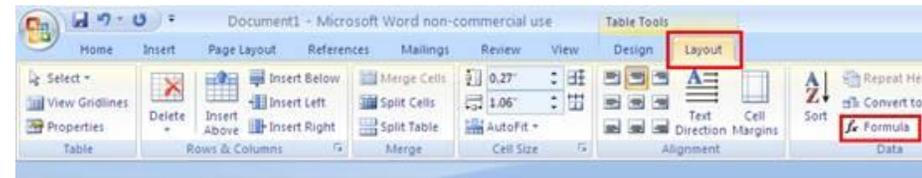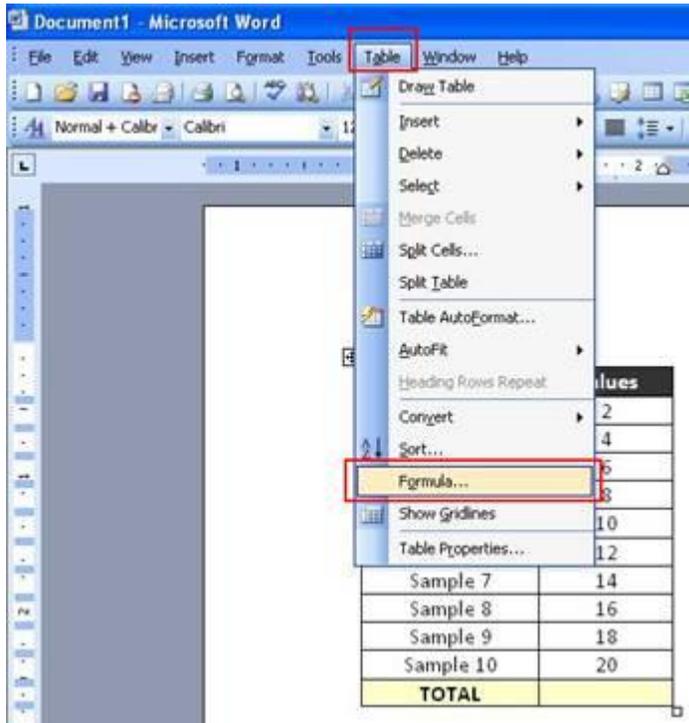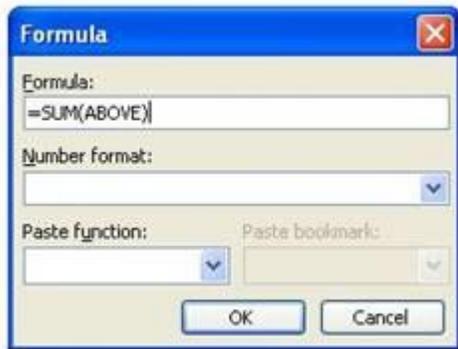| MS Word 2003	MS Word 2007
1. Click or place the cursor in the cell in which you want the calculated value to appear. 2. In the Menu, select **Table** Tab and choose **Formula...**	1. Click or place the cursor in the cell in which you want the calculated value to appear. 2. In the Menu, select **Layout** Tab. From the Layout menu, Click 'Formula' *fx* Formula .

3. The **Formula window** will pop-out.

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4. In the **Formula field**, enter the formula with the equal sign then Click
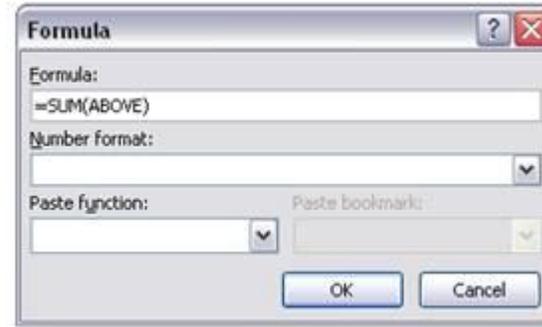
4. In the **Formula field**, enter the formula with the equal sign then Click **OK**.

NOTE:
- Word's **default** formula is the **SUM** Function.
  - ✓ If the cell you selected is at the bottom of a column of numbers, Word's default formula is **=SUM(ABOVE).**

  - ✓ If the cell you selected is at the right end of a row of numbers, Word's default formula is **=SUM(LEFT).**

OK.

NOTE:
- Word's **default** formula is the **SUM** Function.
  - ✓ If the cell you selected is at the bottom of a column of numbers, Word's default formula is **=SUM(ABOVE).**

Category	Values
Sample 1	2
Sample 2	4
Sample 3	6
Sample 4	8
Sample 5	10
Sample 6	12
Sample 7	14
Sample 8	16
Sample 9	18
Sample 10	20
TOTAL	

Formula

Formula:
=SUM(ABOVE)

Number format:

Paste function: Paste bookmark:

OK   Cance

  - ✓ If the cell you selected is at the right end of a row of numbers, Word's default formula is **=SUM(LEFT).**

Category	Sample 1	Sample 2	Sample 3	Sample 4	Sample 5	TOTAL
Values	2	4	6	8	10	

Formula

Formula:
=SUM(LEFT)

Number format:

Paste function: Paste bookmark:

OK   Cancel

- You can also use **basic formulas and function** (e.g. AVERAGE,

Category	Sample1	Sample2	Sample3	Sample4	Sample5	TOTAL
Values	2	4	6	8	10	

Formula

Formula:
=SUM(LEFT)

Number format:

Paste function:

OK   Cancel

- You can also use **basic formulas and function** (e.g. AVERAGE, COUNT, MIN, MAX, etc.) by using the **Paste function** field:

1) Enter equal sign in the Formula field, then select a particular function in the **Paste function** field (e.g. AVERAGE).

Category	Values
Sample1	2
Sample 2	4
Sample 3	6
Sample 4	8
Sample 5	10
Sample 6	12
Sample 7	14
Sample 8	16
Sample 9	18
Sample 10	20
TOTAL	

Formula

Formula:
=

Number format:

Paste function: Paste bookmark:

ABS
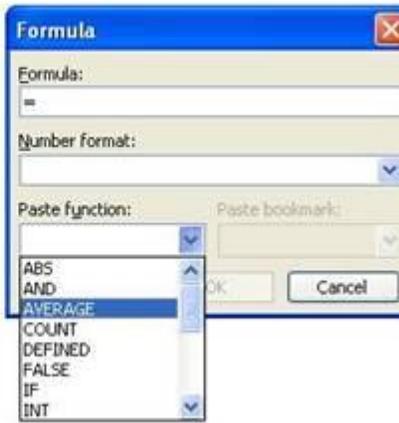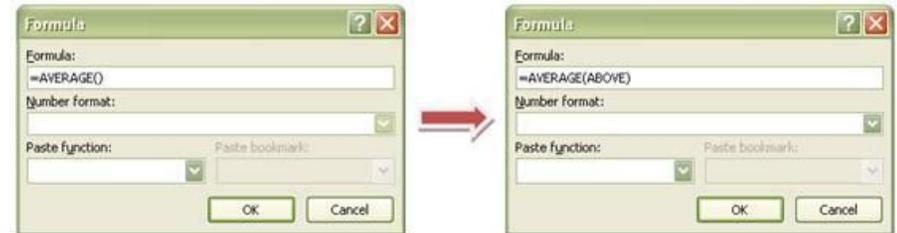AND
AVERAGE
COUNT
DEFINED
FALSE
IF
INT

OK   Cancel
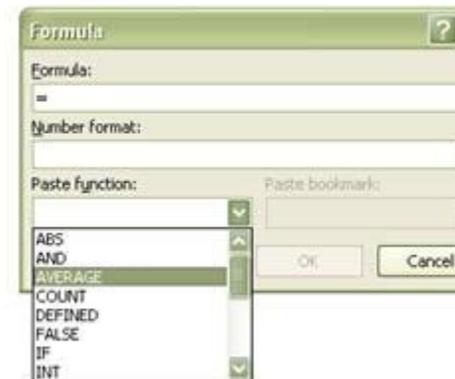
2) The function will be copied to the Formula field. Supply in the parenthesis the column/row (e.g. ABOVE, LEFT or RIGHT) to

COUNT, MIN, MAX, etc.) by using the **Paste function** field:

1) Enter equal sign in the Formula field, then select a particular function in the **Paste function** field (e.g. AVERAGE).
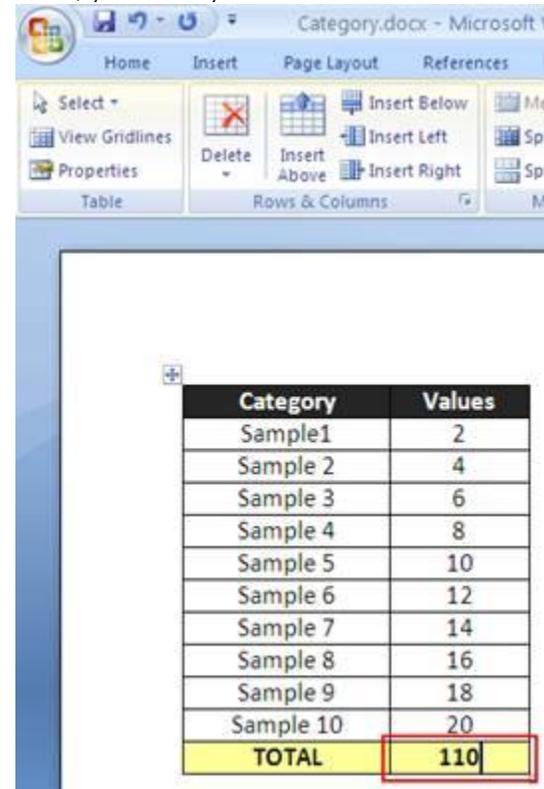

2) The function will be copied to the Formula field. Supply in the parenthesis the column/row (e.g. ABOVE, LEFT or RIGHT) to be calculated, depending on the position of the cell where you place the cursor in which you want the calculated value to appear.
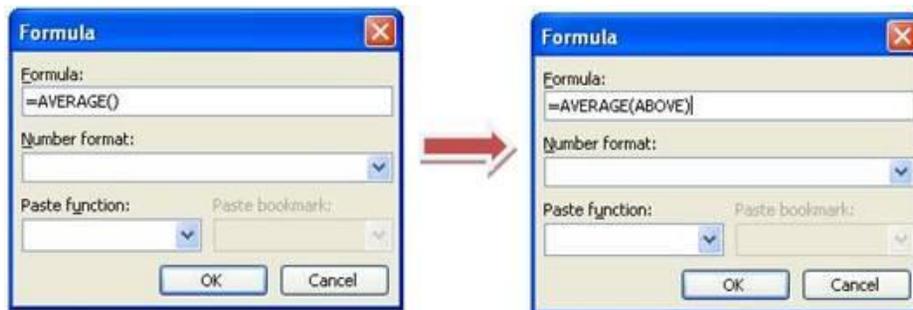
be calculated, depending on the position of the cell where you place the cursor in which you want the calculated value to appear.
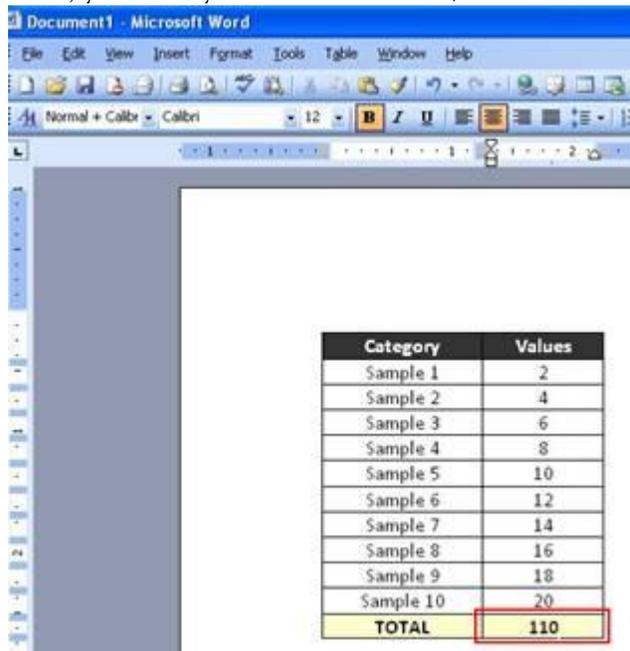

5. Now, you have your calculated field/value.

5. Now, you have your calculated field/value.

Whenever a numeric value in your row or column is updated (e.g. in the example above, Sample 10 value is changed from 20 to 30), the calculated field can also be updated by:

- Highlight and then right click on the calculated value within the table. **Select (Update Field)** 📄! Update Field . Notice that the calculated field is also updated.