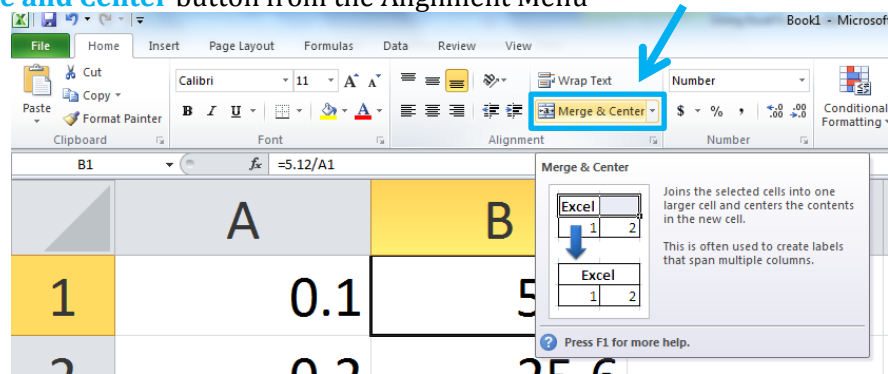# EXCEL CALCULATIONS QUICK TIPS
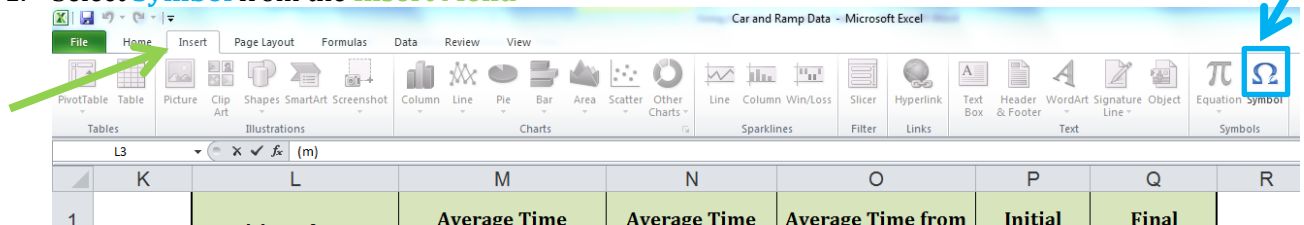
MAKING A CENTERED COLUMN HEADING
1. Highlight the cells you wish to merge.
2. Select **Merge and Center** button from the Alignment Menu
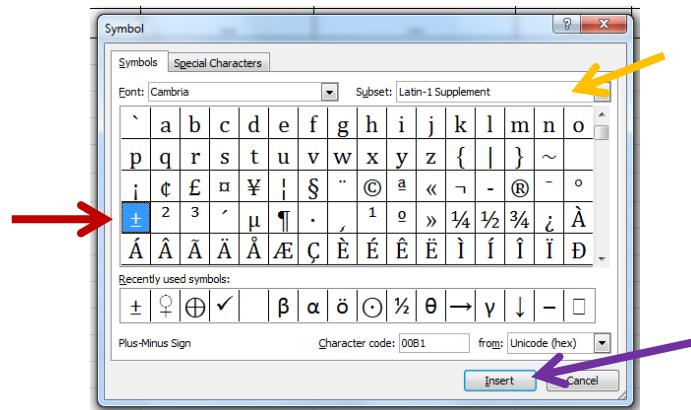

FINDING THE ± SYMBOL
1. Select **Symbol** from the **Insert Menu**

2. Go to **Latin-1 Supplements** and find the **± symbol**.
3. Click **Insert**

AVERAGING WITH EXCEL
4. In the desired location of the calculated average type the **average function**: **=AVERAGE( )**
5. Select/type the **cell range** into the calculation. For example, if you wanted to average the values of cells B4, C4, and D4 you would select those cells or type: **=AVERAGE(B4:D4)**
6. You can also click on the black square in the bottom right corner of a cell to drag and copy the equation into cells below it.

Position of Gate B	Time through Gate A (± 0.0005 s)			Time through Gate B (± 0.0005 s)			Time from Gate A to Gate B (± 0.0005 s)				Position of Gate B	Average Time through Gate A
(± 0.001 m)	Trial 1	Trial 2	Trial 3	Trial 1	Trial 2	Trial 3	Trial 1	Trial 2	Trial 3		(m)	(s)
0.10	0.1242	0.1249	0.1256	0.0859	0.0871	0.0864	0.1197	0.1232	0.1268		0.10	=AVERAGE(B4:D4)
0.15	0.1245	0.1246	0.1244	0.0700	0.0700	0.0706	0.213	0.2112	0.2141		0.15	0.1245

DIVIDING IN EXCEL

1. Type the equation into the destination cell **using \ to indicate division. You must start with =** to indicate that you want Excel to do the division calculation for you
2. If you would like to use the contents of a cell in your division calculation, simply **click on the cell** or type its address into the equation
3. You can also click on the black square in the bottom right corner of a cell to drag and copy the equation into cells below it.

The second table (Excel screenshot):

Position of Gate B	Average Time through Gate A	Average Time through Gate B	Average Time from Gate A to Gate B	Initial Velocity	Final Velocity
(m)	(s)	(s)	(s)	(m/s)	(m/s)
0.10	0.1249	0.0859	0.1197	0.5604	=0.0700/N4
0.15	0.1245	0.0700	0.213	0.5622	1.000

MULTIPLYING IN EXCEL

1. Type the equation into the destination cell **using * to indicate multiplication. You must start with =** to indicate that you want Excel to do the multiplication calculation for you
2. If you would like to use the contents of a cell in your multiplication calculation, simply **click on the cell** or type its address into the equation
3. You can also click on the black square in the bottom right corner of a cell to drag and copy the equation into cells below it.