

RHP Computer Applications Class

9-3 Simple Math Functions in Word

Name _____



You can use Word to do some limited Spreadsheet type documents. If you are mixing a spreadsheet-like table with some text, Word is a better solution than trying to put text in a spreadsheet. You could import a spreadsheet into a Word document, but it may take more time and it does not always look good. In this assignment, we will explore some of the math functions you can use with Word.

Start by inserting a table with 3 columns and 5 rows. Next, insert the following numbers:

5	140	405
70	10	95
145	360	590
180	290	110

Do not enter anything in the bottom row. You will be inserting a formula that will instruct Word to sum the rows in the table and display the answer in the bottom row.

Place your cursor in the left hand column, in the bottom row. Pull down the Table menu and select Formula. A window will appear. In the top window should be **=SUM(ABOVE)**. This formula will add all the numbers in the column above it and display the answer. Under Number Format, choose the format with the dollar sign. Click on OK. The cell should now display **\$400.00**. Insert the same formula in the other two cells to the right to finish your table.

Next, create a new table (below your first table) with 14 rows and 6 columns. Type the following in your table:

	Winter	Spring	Summer	Fall	Total
1987	434.44	569.44	875.55	650.44	
1988	544.44	695.44	988.56	750.44	
1989	766.55	760.55	459.55	770.55	
1990	877.43	988.49	1298.44	860.45	
1991	933.03	1099.67	2695.44	1556.30	
1992	1045.77	1290.55	1276.55	1094.44	
1993	1105.40	1455.44	1856.55	1194.99	
1994	1205.44	1859.77	2055.44	876.44	
1995	1055.84	2098.44	2294.68	549.56	
1996	1390.44	2198.54	3044.87	695.44	
1997	1590.55	2398.45	3144.32	274.12	
1998	1740.65	2698.56	2733.45	394.38	
Total					

Once you have all the numbers put in, insert formulas into the bottom row to sum the numbers on top, and also insert formulas on the far right column to add all the numbers to the left (the program will figure out automatically that this is what you want to do). Take care that your formula doesn't add the year to the total! If you have any questions, go the help in Word and look up information on formulas. Make sure to format the cells with dollar signs.

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When you are done, save it and email it to rhp@denovodental.com. The subject line is **Compapp 9-3 lastname**.