

One quick way to change a cell reference from relative to absolute is to select the cell reference in the formula box and then press F4. Pressing F4 cycles a cell reference through the four possible types of references:

- Relative columns and rows (for example, C4)
- Absolute columns and rows (for example, \$C\$4)
- Relative columns and absolute rows (for example, C\$4)
- Absolute columns and relative rows (for example, \$C4)

In this exercise, you will create a formula manually, revise it to include additional cells, create a formula that contains a table reference, create a formula with relative references, and change the formula so it contains absolute references.



USE the *ITExpenses* workbook. This practice file is located in the *Documents\Microsoft Press\Excel2007SBS\Formulas* folder.

OPEN the *ITExpenses* workbook.

1. If necessary, display the **Summary** worksheet. Then, in cell F9, type **=C4**, and press .

The value \$385,671.00 appears in cell F9.
2. Select cell F9, and then in the formula box, erase the existing formula and type **=SU**.

Formula AutoComplete displays a list of possible functions to use in the formula.
3. In the **Formula AutoComplete** list, click **SUM**, and then press .

Excel 2007 changes the contents of the formula bar to **=SUM(**.
4. Select the cell range C3:C8, type a right parenthesis (the **)** character) to make the formula bar's contents **=SUM(C3:C8)**, and then press .

The value \$2,562,966.00 appears in cell F9.
5. In cell F10, type **=SUM(C4:C5)**, and then press .
6. Select cell **F10**, and then in the formula box, select the cell reference **C4**, and press .

Excel 2007 changes the cell reference to **\$C\$4**.
7. In the formula box, select the cell reference **C5**, press , and then press .

Excel 2007 changes the cell reference to **\$C\$5**.

8. On the tab bar, click the **JuneLabor** sheet tab.

The JuneLabor worksheet opens.

9. In cell F13, type **=SUM(J**.

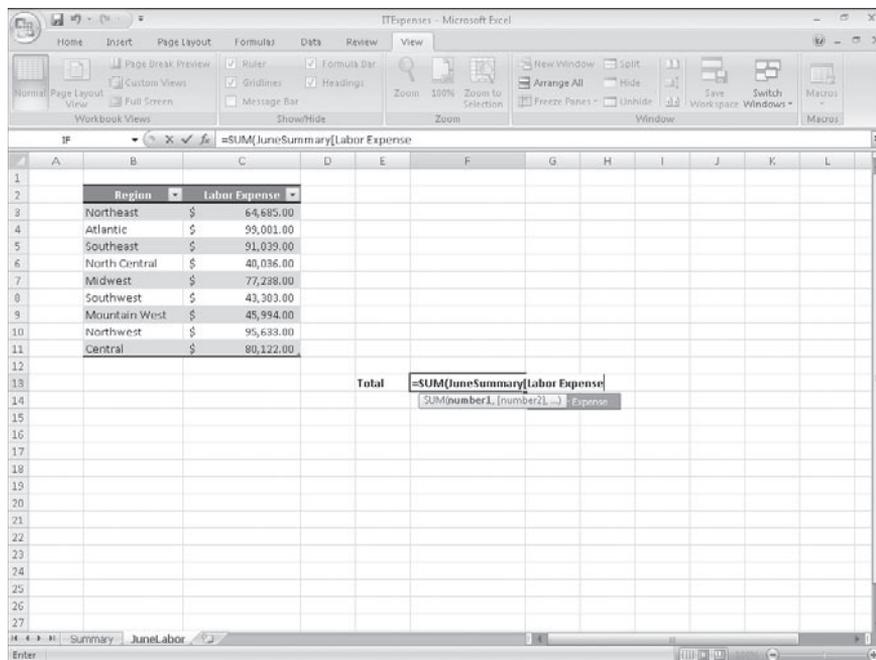
Excel 2007 displays JuneSummary, the name of the table in the JuneLabor worksheet.

10. Press **Tab**.

Excel 2007 extends the formula to read **=SUM(JuneSummary**.

11. Type **[**, and then in the **Formula AutoComplete** list, click **[Labor Expense]**, and press **Tab**.

Excel 2007 extends the formula to read **=SUM(JuneSummary[Labor Expense**.



12. Type **)** to complete the formula, and then press **Enter**.

The value **\$637,051.00** appears in cell F13.



CLOSE the *ITExpenses* workbook.