

# CHEMISTRY 120:

## Using Excel Spreadsheets

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### Helpful Hints for Spreadsheets:

1. **Writing Formulas:**

- a. When you click on a cell in Excel you have a few options of what you can do.
  - i. The first option is to input words or letters, Excel will do nothing with this information.
  - ii. The second is to input numbers. Excel will be able to use this information to do calculations as long as there are no letters in the cell (no units).
  - iii. The third is to input formulas.
    - Every formula begins with an equal sign (=). This tells Excel that you are starting a formula.
    - Then you can click a cell that you want to include in the formula and the column letter and row number will appear next to the equal sign.
    - Basic addition, subtraction, multiplication and division of cells use the common symbols (+, -, \*, /) respectively.

**Example Add/Sub:** You want to subtract the value from D21 from C21 and have it appear in F21.

Click in cell F21 → type = → click on D21 → type - → click on C21 → hit Enter on the keyboard.

Cell F21 now displays the value calculated in your formula.

- When inputting multistep functions make sure to use parenthesis to ensure proper order of operation.
  - For all other operations please refer to the Microsoft website:  
<https://support.office.com/en-us/article/Excel-functions-by-category-5f91f4e9-7b42-46d2-9bd1-63f26a86c0eb>
  - The “Math” and “Statistics” categories will likely be the most useful.
  - There is an additional tutorial on relevant functions and shortcuts here:  
<https://www.youtube.com/watch?v=sxw0D7kCSUk&t=132s>
2. Compute all of the required values given in the spreadsheet.
  3. Copy the formulas from the appropriate cells at the bottom of the spreadsheet. Make sure you do not include the equal sign so that your formula is clearly displayed. You will be graded on the accuracy of your formulas and the resulting computations, so be sure they are accurate!