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Using Mathematical Operations - Add, Sub, Multiply, Div in MS Excel

Microsoft Excel

Module 12 - Using Mathematical Operations - Add, Sub, Multiply, Div in MS Excel

Microsoft Excel allows you to perform **basic mathematical operations** like addition, subtraction, multiplication, and division using formulas. These formulas always start with an **equal sign (=)** followed by numbers, cell references, and mathematical operators.

Here's how:

1. Addition (+):

Meaning: It is the process of combining two or more numbers to get a total or sum.

- Used to sum two or more numbers.

• **Example Formula:**

=A1 + B1

This adds the values in cells A1 and B1.

- **Using Multiple Cells:**

=A1 + B1 + C1 + D1

	A	B	C	D
1	23	52	=A1+B1	
2				
3				
4				

2. Subtraction (-)

• Used to subtract one number from another.

• **Example Formula:**

=A1 - B1

This subtracts the value in B1 from A1.

	A	B	C
1	23	52	=A1-B1
2			
3			
4			
5			

3. Multiplication (*)

• Used to multiply two or more numbers.

• **Example Formula:**

=A1 * B1

This multiplies the values in A1 and B1.

	A	B	C
1	23	52	=A1*B1
2			
3			
4			

4. Division (/)

• Used to divide one number by another.

• **Example Formula:**

=A1 / B1

This divides the value in A1 by B1.

	A	B	C
1	23	52	=A1/B1
2			
3			
4			
5			

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Why We perform arithmetical calculations in MS Excel because it helps in:

1. **Fast and Accurate Calculations** - Excel automatically performs calculations without errors if the formulas are correct.
2. **Data Analysis** - Helps in financial, statistical, and logical analysis using formulas and functions.
3. **Time-Saving** - Reduces manual work by calculating large datasets quickly.
4. **Graphical Representation** - Calculated data can be used in charts and graphs for better visualization.
5. **Automated Calculations** - Excel quickly performs arithmetic operations without manual effort.
6. **Accuracy** - Reduces human errors in calculations.
7. **Time-Saving** - Works faster than manual calculations, especially for large datasets.
8. **Dynamic Updates** - If data changes, Excel automatically updates the results.

Steps to Use Paste Special for Operations

Suppose you have a table of numbers and you want to add 10 to all cells.

Step 1: Enter the value to use

- Type the number you want to use in a blank cell (e.g., 10).

Step 2: Copy the cell

- Select the cell with 10 → press Ctrl + C.

Step 3: Select the target range

- Select the cells where you want to perform the operation (e.g., A1:A5).

Step 4: Open Paste Special

- Right-click → choose Paste Special or press Ctrl + Alt + V.

Step 5: Choose the operation

- In the Paste Special dialog, under Operation, select:
 - Add → to add the copied value
 - Subtract → to subtract
 - Multiply → to multiply
 - Divide → to divide
- Click OK.

Solved Example

Data Table is given:

Goal: Add 10 to all cells.

Steps Applied

1. Enter 10 in cell B1.
2. Copy B1.
3. Select A1:A5.
4. Right-click → Paste Special → Operation → Add → OK.

	A
1	5
2	8
3	12
4	7
5	10
6	
7	
8	
9	

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Result in Column A

	A	
1	15	
2	18	
3	22	
4	17	
5	20	
6		
7		
8		

Other Operations

- Subtract 2: Copy 2 → Paste Special → Subtract → target cells.
- Multiply by 3: Copy 3 → Paste Special → Multiply → target cells.
- Divide by 2: Copy 2 → Paste Special → Divide → target cells.

Tips:

- Always copy the value first.
- Operations are applied to all selected cells.
- Original formatting of the target cells remains unchanged.

Solved Example of adding Column A into Column B using Paste Special in Excel, without formulas.

Data Set:

	A	B	C
1	5	10	
2	8	7	
3	12	3	
4	7	4	
5	10	6	
6			
7			
8			

Goal: Add values of Column A into Column B so that Column B is updated.

Steps Using Paste Special

1. Copy Column A
 - o Select A1:A5 → press Ctrl + C.
2. Select Column B (target cells)



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- o Select B1:B5.
- 3. **Open Paste Special**
 - o Right-click → **Paste Special**
 - o Or press **Ctrl + Alt + V**.
- 4. **Choose Operation** → **Add**
 - o In the Paste Special dialog, under **Operation**, select **Add**.
 - o Click **OK**.
 - o Similarly, you can perform other operations.

	A	B	C
1	5	15	
2	8	15	
3	12	15	
4	7	11	
5	10	16	
6			
7	Output Dataset		
8			
9			
10			
11			

Assignment:

Apply the formulas for all rows and calculate the Addition, Subtraction, Multiplication, and Division:

Item	Value 1	Value 2	Addition	Subtraction	Multiplication	Division
A	15	5	?	?	?	?
B	30	10	?	?	?	?
C	25	5	?	?	?	?
D	50	25	?	?	?	?
E	40	8	?	?	?	?

