

Course & Test Series

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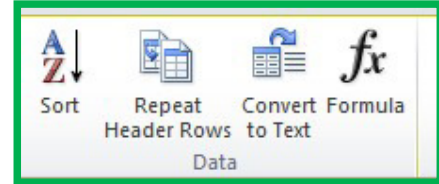
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Using Formulas in Table in MS Word

Microsoft Excel

Module 26 - Using Formulas in Table in MS Word

Helping Tool of Table Layout Menu



Formula:

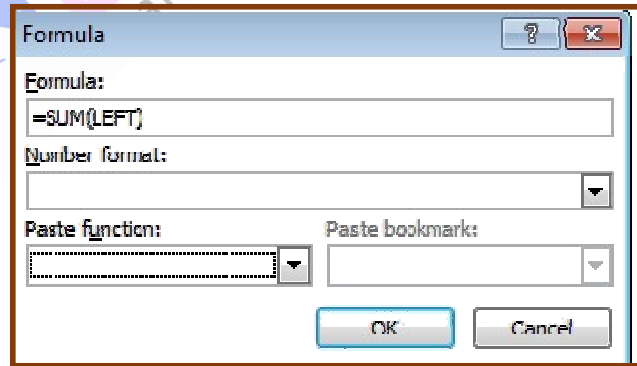
In Microsoft Word, you can use formulas within tables to perform simple calculations like sums, averages, or other mathematical operations. To use a formula in a table, follow these steps:

- **Insert a Table:** First, create a table in Word by going to the "Insert" tab and selecting "Table." Choose the size of the table you need.
- **Select a Cell for the Formula:** Click into the cell where you want to display the result of your formula.

Why We Use Formula in MS Word?

Using formulas in Microsoft Word tables can be extremely helpful in a variety of situations. Here are some reasons why formulas are commonly used in Word:

- **Simple Calculations:** Formulas allow you to perform basic arithmetic operations (like addition, subtraction, multiplication, and division) directly in your document, without needing to switch to a different application like Excel. For example, if you're preparing an invoice, you can use formulas to calculate totals or taxes automatically.
- **Summing and Averaging Data:** If you have a table with a list of numbers (such as expenses, scores, or quantities), you can use formulas to sum them or find their average quickly. This can save you from manually adding up numbers or calculating averages.
- **Automatic Updates:** When you insert a formula, it will update automatically if the data in the referenced cells changes. For example, if you change one of the values in the table, the sum or average that you calculated with the formula will be updated without you having to redo the calculation.



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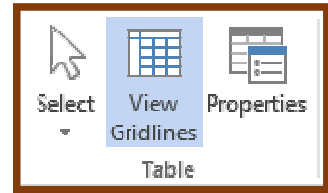
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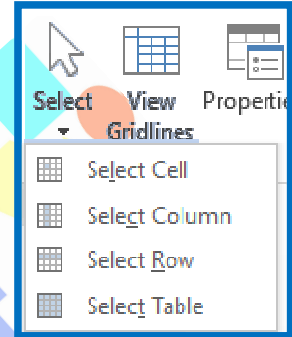
Table Group

In Microsoft Word, the Table Group refers to a section within the Table Tools tab that provides a set of tools and features specifically designed for working with tables. It allows you to modify and customize the structure, layout, and design of a table within your document.



Select in Table Group

In Microsoft Word, the Select function in a table refers to highlighting or choosing specific rows, columns, cells, or the entire table in order to perform various actions, such as editing, formatting, or deleting.



Why Use the Select Function in a Table?

Selecting is essential for various tasks:

- **Editing:** You need to select specific cells, rows, or columns to modify the text, change formatting, or apply styles.
- **Formatting:** You can apply formatting (font changes, text alignment, color) to selected cells, rows, or columns.
- **Deleting:** You may select entire rows, columns, or individual cells to delete their content.
- **Inserting:** If you select rows or columns, you can insert new rows/columns into the table.
- **Copying/Moving:** After selecting specific parts of the table, you can copy or move them to another location.

Make this Following table using Formula Option in Table

Calculate their result by using Formula Option in Word

1	2	3	
4	5	6	
7	8	9	
10	11	12	
13	14	15	
16	17	18	