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The formula that calculates the 2016 BUDGET number (cell C13 for the month of January) multiplies the 2015 TOTAL by the INCREASE (that is, =C11*C3).

Figure 3.3. A budget expenses worksheet with two calculations

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for the January numbers: the total
(cell C11) and a percentage
increase for next year cell C(C13).

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Methods. The More Functions

Option on the AutoSum tool The

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Insert Function tool on the left side of the Formula bar The Function Library on the Formulas bar Typing an equals and then using Excel's formula entry help.

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There are two ways to enter formulas in Excel. Either type the formula in the Formula Bar or use the Function Arguments dialog box. The dialog box takes care of the syntax such as placing comma separators between

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Arguments and surrounding text entries in quotation marks. The steps used to enter the IF/OR formula in cell B4 are as follows:

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Explanation: Starting from
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replaced with the new text Bus.
Press Enter. Copy the formula in
other cells, select the cells taking

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the first cell where the formula is already applied, use shortcut key Ctrl + D. In the E3 cell we just erased the text Whole from the A3 Cell.. SUBSTITUTE function and REPLACE function

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