## **BIS Help Guides**

# How to Type Mathematical Formula in Google Sheet

Learn how to type mathematical formula in google sheet.

Written By: Mirai

How to Type Mathematical Formula in Go...

Guide ID: 136 - Draft: 2015-06-23

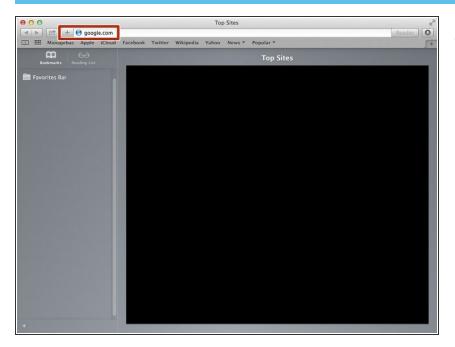
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How to Type Mathematical Formula in Go...

## INTRODUCTION

Learn how to type mathematical formula in google sheet.

#### Step 1 — How to Access google.com



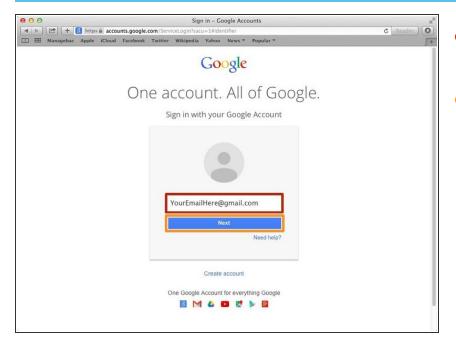
• Typing "google.com" in the address bar to go to the google website

#### Step 2 — Finding The Sign In Button

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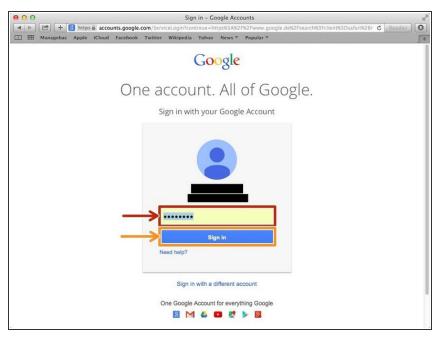
 Click on the "Sign In" button to sign in your google account

## Step 3 — Entering Your Email



- Type your email address into this box
- Click on the blue "Next" button

#### Step 4 — Entering In Your Password



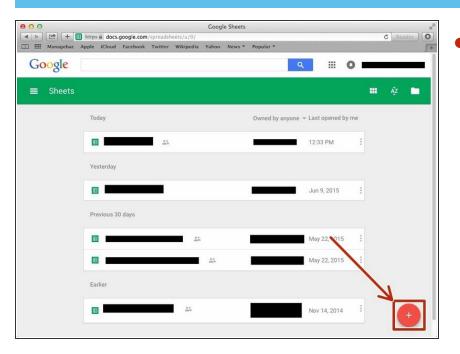
- Type your password into this box
- Click on the blue "Sign In" button

## Step 5 — Opening Google Sheet

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- Click this button to open a menu of options
- Click on the "Sheet" button

#### Step 6 — Creating a New Spreadsheet



 Click + button to create new spreadsheet

#### Step 7 — Addition

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Type "=SUM()". In the bracket, you put the Symbols (always Alphabet and then Numbers) of the boxes you want to add. Between each symbols put +. For example, in my case, =SUM(B1+C1+D1).

#### Step 8 — Subtraction

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 Type "=MINUS()". In the bracket, you put the Symbols of the boxes you want to subtract (minuend first then subtrahend after). You have to put comma(,) between the symbols.

#### Step 9 — Multiplication

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 Type "=MMLUT()". In the bracket, you put the Symbols of boxes you want to multiply. You have to put comma between each symbols.

#### Step 10 — Division

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 Type "=DIVID()". In the bracket, you put the Symbols of the boxes. You put the dividend first then put divisor next.

## Step 11 — Other Formulas

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- Click "Help"
- Click "Function list" then you can visit website of other formulas. (<<u>https://support.google.com/docs/ta</u> <u>ble/25...</u>>)