## **Excel Guide (Show Formulas)**

This is a quick guide explaining how to show the formulas within your excel spreadsheet. Let's say that you have finished your lab, i.e. collected all the data and have done your calculations in excel.

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Now that we have our calculations, we would like to show the formulas so that we can turn it in as well. In the top middle tab sandwiched between Page Layout and Data we see a Formulas tab.

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Once we click on the Formulas tab, we get a new function page. With in the new function page, we maneuver to the right and click on the show Formulas button/function.

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Once clicked, we see that our excel sheet now displays the formulas we used to solve the problems in the lab, and are ready to be turned in. <u>An alternative way to show formulas is to use the keyboard shortcut (ctrl+~) for both windows and mac users.</u>

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