

FORMULA

How do I use formulas in Word?

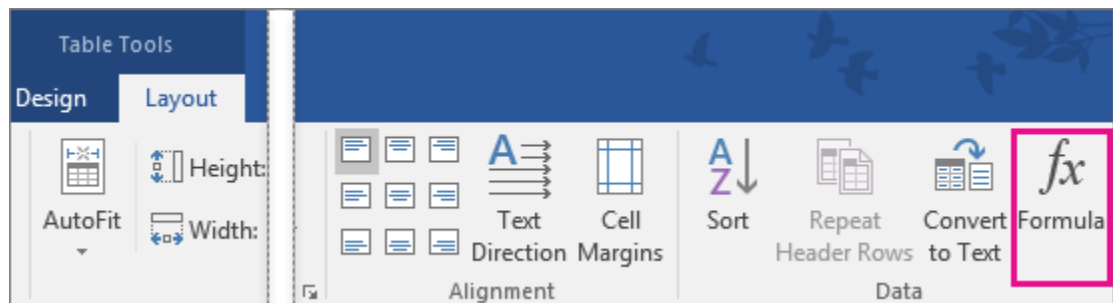
On the Table Tools, Layout tab, in the Data group, click Formula. Use the Formula dialog box to create your formula. You can type in the Formula box, select a number format from the Number Format list, and paste in functions and bookmarks using the Paste Function and Paste Bookmark lists.

Sum a column or row of numbers in a table

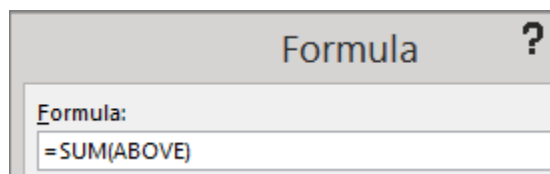
Word for Microsoft 365 Word 2021 Word 2019 Word 2016

To add up a column or row of numbers in a table, use the **Formula** command.

1. Click the table cell where you want your result to appear.
2. On the **Layout** tab (under **Table Tools**), click **Formula**.



3. In the Formula box, check the text between the parentheses to make sure Word includes the cells you want to sum, and click **OK**.



=SUM(ABOVE) adds the numbers in the column above the cell you're in.

=SUM(LEFT) adds the numbers in the row to the left of the cell you're in.

=SUM(BELOW) adds the numbers in the column below the cell you're in.

=SUM(RIGHT) adds the numbers in the row to the right of the cell you're in.

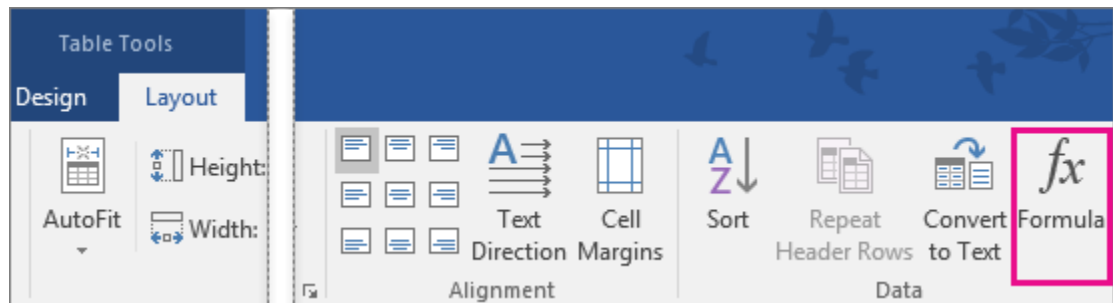
Tip: If you change any of the numbers you're adding, select the sum and press F9 to update the total.

You can use more than one formula in a table. For example, you can add up each row of numbers in the right-hand column, and then you can add up those results at the bottom of the column.

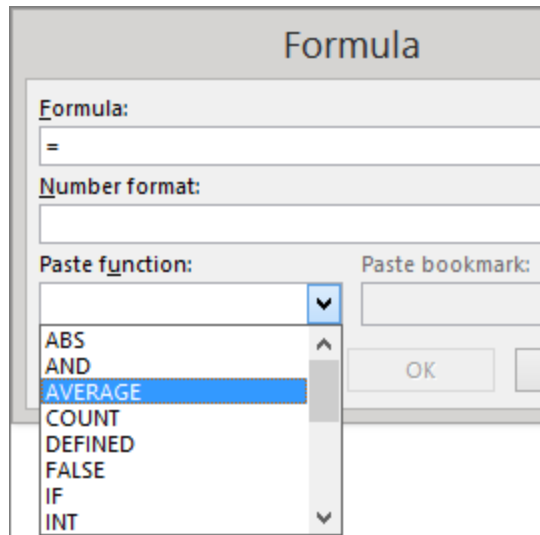
Other formulas for tables

Word includes other functions for tables—for example, AVERAGE and PRODUCT.

1. Click the table cell where you want your result.
2. On the **Layout** tab (under **Table Tools**), click **Formula**.



3. In the **Formula** box, delete the SUM formula, but keep the equal sign (=). Then click the **Paste function** box and click the function you want.



4. Between the parentheses, type which table cells you want to include in the formula, and then click **OK**:

Type **ABOVE** to include the numbers in the column above the cell you're in.

Type **LEFT** to include the numbers in the row to the left of the cell you're in.

Type **BELOW** to include the numbers in the column below the cell you're in.

Type **RIGHT** to include the numbers in the row to the right of the cell you're in.

For example, to average numbers in the row to the left of the cell, click **AVERAGE** and type LEFT:

`=AVERAGE(LEFT)`

To multiply **two numbers**, click **PRODUCT** and type the location of the table cells:

`=PRODUCT(ABOVE)`

Tip: To include a more specific range of cells in a formula, you can refer to specific cells. Imagine each column in your table has a letter and each row has a number, like in a Microsoft Excel spreadsheet. For example, to multiply the numbers from the second and third columns in the second row, type `=PRODUCT(B2:C2)`.

Nama	Tinggi (cm)	Berat (kg)	Nilai Huruf	Nilai Angka
Irine	170	102	A	91.7
Sahroni	168	64	C	58.3
Dory	180	75	B	72
Nella	165	60	A	92.25
Rata2				

Ternyata formula pada Word yang “range”nya menggunakan kata “above” bisa menyebabkan kesalahan jika di atas range yang mau dihitung (rata2) itu terdapat cell yang **dimerged**. Contohnya adalah C1:C2, di mana C1 dan C2 telah dimerged. Walaupun telah merged, namun perhitungannya tetap disebut C1 dan C2. Jika keadaan tidak merged seperti B1:B2 dan E1:E2 maka “above” bisa berfungsi dengan benar.

Solusinya adalah dengan menggunakan pengalamatan cell, contohnya untuk menghitung rata2 tinggi kita bisa mengganti kata “above” dengan B3:B6 dan C3:C6.

Atau bisa juga dengan cara tetap memakai “above” tapi C1:C2 dibiarkan masing2 tetap 2 cells, jangan dimerged. Agar seperti merged, hapus garis di antaranya seperti tampilan B1:B2.

Note: B1:B2 tidak merged, C1:C2 merged

Kesimpulan: Formula Word bingung terhadap istilah “above” dengan cells yang merged.

	Tinggi (cm)	Berat (kg)
	200	100
	200	100
Rata2=	200	100

	Tinggi (cm)	Berat (kg)
	200	100
	200	100
Rata2=	133.33	66.67