

## FORMULA

How do I use formulas in Word?

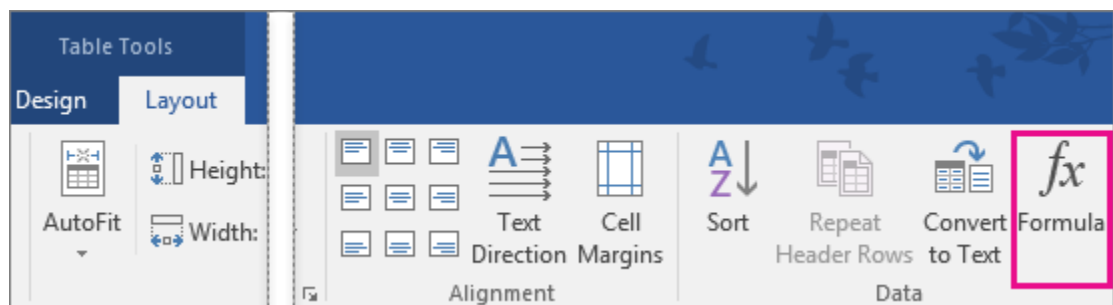
**On the Table Tools, Layout tab, in the Data group, click Formula.** Use the Formula dialog box to create your formula. You can type in the Formula box, select a number format from the Number Format list, and paste in functions and bookmarks using the Paste Function and Paste Bookmark lists.

## Sum a column or row of numbers in a table

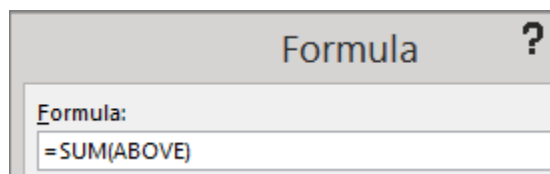
*Word for Microsoft 365 Word 2021 Word 2019 Word 2016*

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.

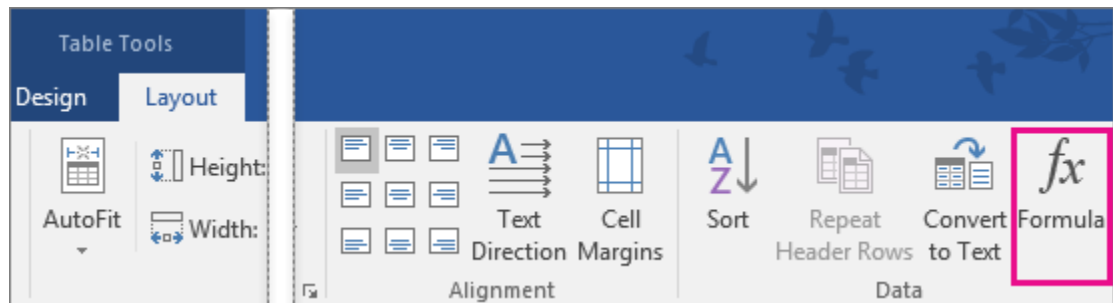
**Tip:** If you change any of the numbers you're adding, select the sum and press F9 to update the total.

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.

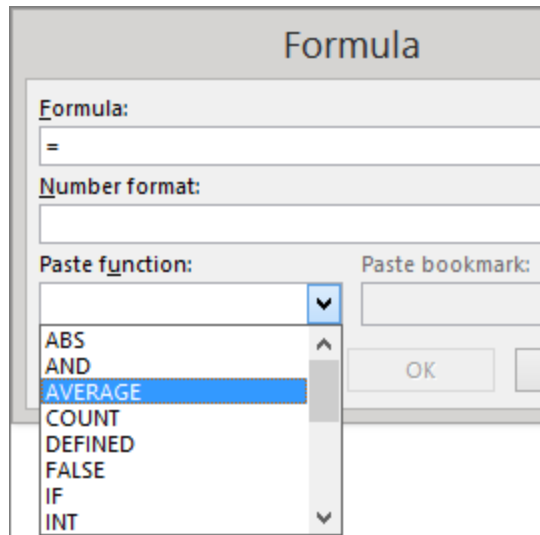
### Other formulas for tables

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<br>(cm) | Berat<br>(kg) | Nilai<br>Huruf | Nilai<br>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   | 170,75         | 75,25         |                |                |

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<br>(cm) | Berat<br>(kg) |
|        | 200            | 100           |
|        | 200            | 100           |
| Rata2= | 200            | 100           |

|        |                |               |
|--------|----------------|---------------|
|        | Tinggi<br>(cm) | Berat<br>(kg) |
|        | 200            | 100           |
|        | 200            | 100           |
| Rata2= | 133.33         | 66.67         |