

Question: If you want to do math with Excel, your only choice is to write formula, right?

Answer: Wrong! Get familiar with Excel's Paste Function dialog box and learn how to perform a variety of basic math operations without a single formula.

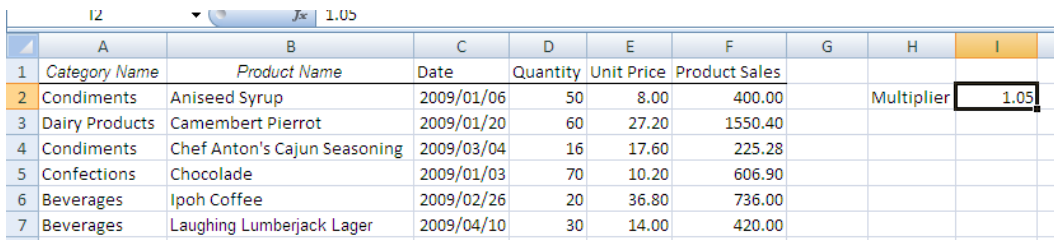
Process (Excel 2003 and 2007):

Consider this scenario:

Your company's product price list is stored in a worksheet. Your boss informs you that, effective immediately, all prices must be increased by 5 percent (5%).

You could create some formulas to do the math, and then convert the formulas to values, and then copy and paste the new price over to the old prices. Or, you could use this more efficient method:

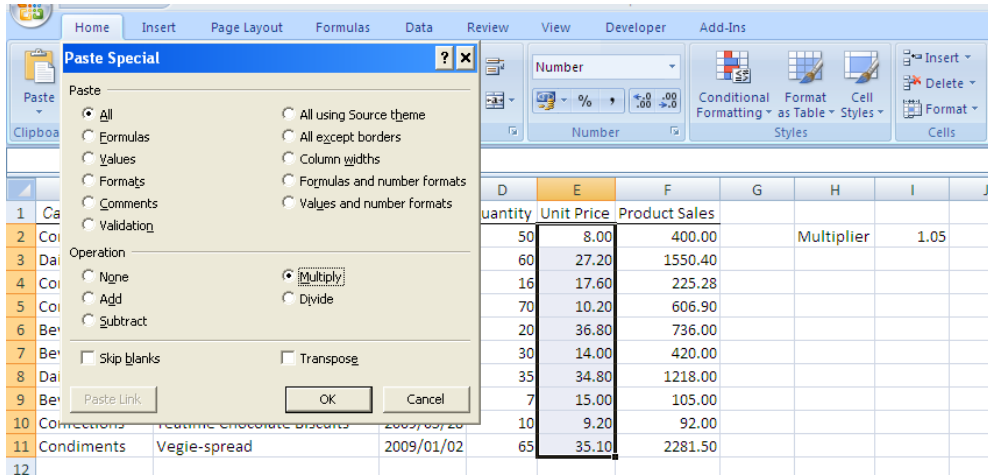
1 Enter 1.05 into a blank cell. This is the "multiplier" that will increase the prices by 5 percent.



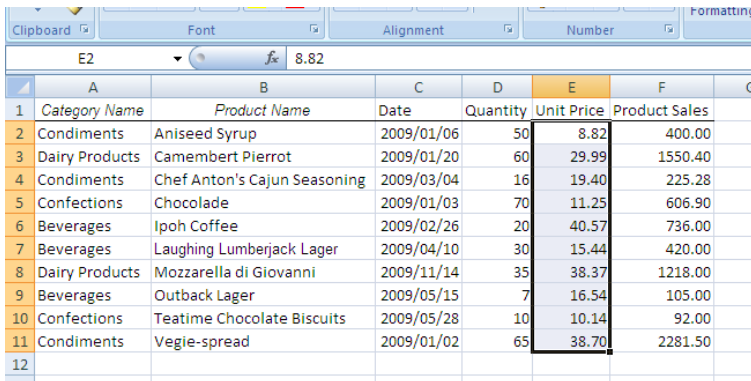
	A	B	C	D	E	F	G	H	I
1	Category Name	Product Name	Date	Quantity	Unit Price	Product Sales			
2	Condiments	Aniseed Syrup	2009/01/06	50	8.00	400.00		Multiplier	1.05
3	Dairy Products	Camembert Pierrot	2009/01/20	60	27.20	1550.40			
4	Condiments	Chef Anton's Cajun Seasoning	2009/03/04	16	17.60	225.28			
5	Confections	Chocolade	2009/01/03	70	10.20	606.90			
6	Beverages	Ipoh Coffee	2009/02/26	20	36.80	736.00			
7	Beverages	Laughing Lumberjack Lager	2009/04/10	30	14.00	420.00			

Select the cell you set up in step 1, choose *Edit*, *Copy* or *Ctrl-C*.

2. Select the range of values to be changed, and choose *Home*, *Paste Special* to display the *Paste Special* Dialog box.



3. Choose the *Multiply* option and click *OK*.



Category Name	Product Name	Date	Quantity	Unit Price	Product Sales
Condiments	Aniseed Syrup	2009/01/06	50	8.82	400.00
Dairy Products	Camembert Pierrot	2009/01/20	60	29.99	1550.40
Condiments	Chef Anton's Cajun Seasoning	2009/03/04	16	19.40	225.28
Confections	Chocolade	2009/01/03	70	11.25	606.90
Beverages	Ipoh Coffee	2009/02/26	20	40.57	736.00
Beverages	Laughing Lumberjack Lager	2009/04/10	30	15.44	420.00
Dairy Products	Mozzarella di Giovanni	2009/11/14	35	38.37	1218.00
Beverages	Outback Lager	2009/05/15	7	16.54	105.00
Confections	Teatime Chocolate Biscuits	2009/05/28	10	10.14	92.00
Condiments	Veggie-spread	2009/01/02	65	38.70	2281.50

Voila! The values are changed in an instant.

You can then delete the cell that contains the multiplier (1.05).

Note that the Paste Special Dialog box lets you carry out other mathematical operations -like add and subtract, for instance - so you can use this technique for a variety of other calculations.

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