The sheet would then look like this. (I physically widened column B as well).

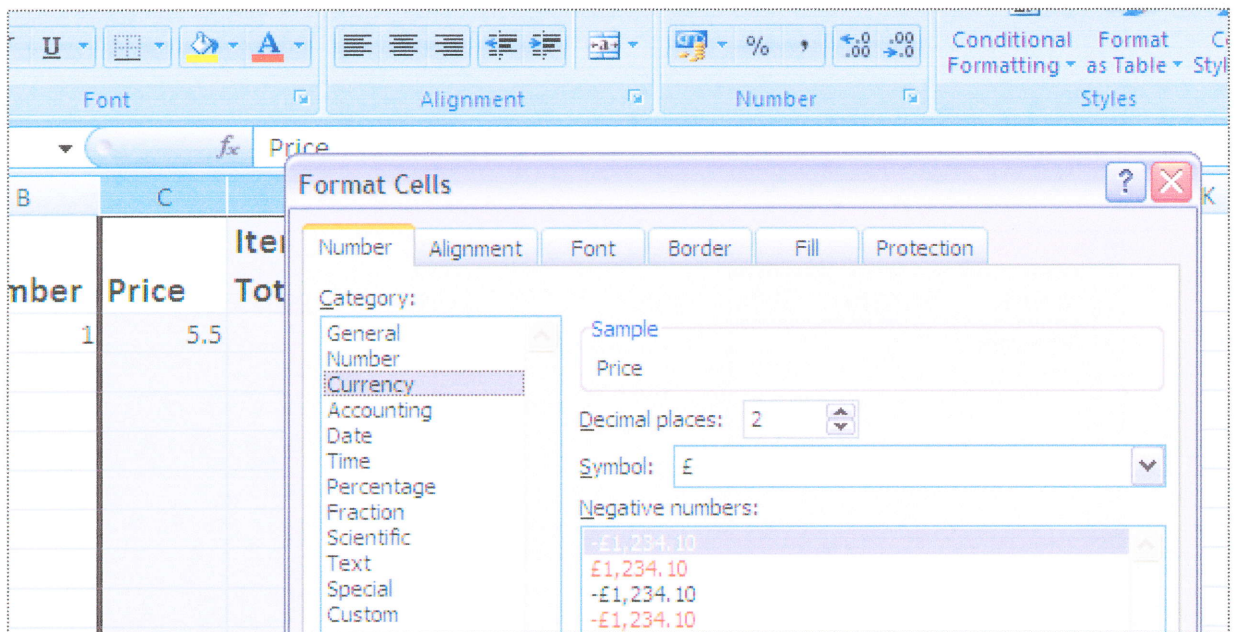Now we need to consider what should be entered in column D. What is required in cell D2 is the multiplication of the content of Cells B2 and C2, or B2*C2.

Selecting cell D2 enables us to start typing something into that cell. In this case we need to enter a formula, so we start by typing the '=' sign followed by the first cell reference (B2), then the multiplication sign '*' then the second cell reference (C2). Note that as we type this into the cell, the same information appears in the formula bar. Pressing Enter or clicking elsewhere on the sheet will immediately instigate the multiplication.
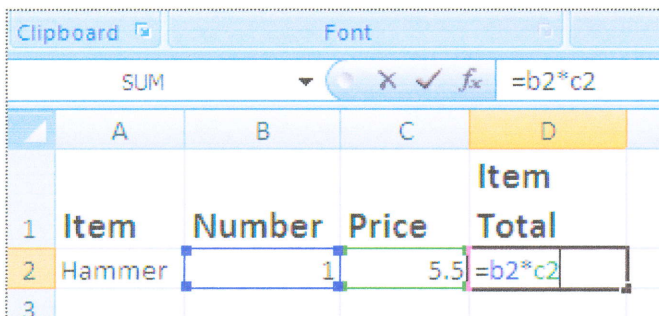
The data in columns C and D are both currency, so we need to format those two columns to show pounds and pence. Select both columns by clicking on one of them, holding down the mouse button and wiping across onto the other (both are then highlighted) then go to

the 'Alignment' section on the 'Home' ribbon at the top of the screen, click on 'Number' then choose the appropriate format for these cells ie. currency.
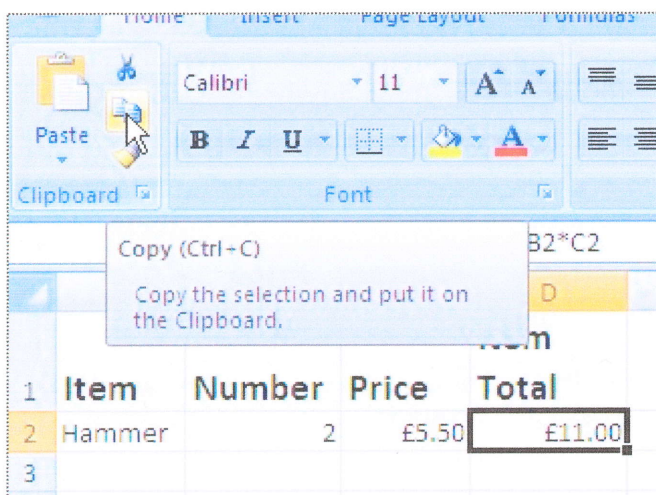

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| Font | | | | | Alignment | | | | Number | | | | Styles | | |

fx | Price

Format Cells ? ✕

| Number | Alignment | Font | Border | Fill | Protection |

Category:

General
Number
Currency
Accounting
Date
Time
Percentage
Fraction
Scientific
Text
Special
Custom

Sample
Price

Decimal places: 2

Symbol: £

Negative numbers:

-£1,284.10
£1,234.10
-£1,234.10
-£1,234.10

F13 | | | fx

	A	B	C	D
1	Item	Number	Price	**Item Total**
2	Hammer	1	£5.50	£5.50
3				

As soon as we enter a different number into the cell B2 the new calculation will be performed.

C6 | | | fx

	A	B	C	D
1	Item	Number	Price	**Item Total**
2	Hammer	2	£5.50	£11.00
3				

Home | Insert | Page Layout | Formulas

Calibri | 11 | A˄ A˅ | ≡ ≡

Paste | B I U ▾ | ▦ ▾ | ◇ ▾ A ▾ | ≡ ≡

Clipboard | Font

Copy (Ctrl+C)
Copy the selection and put it on the Clipboard.

B2*C2

| D |

	Item	Number	Price	Total
1				
2	Hammer	2	£5.50	£11.00
3				

What we really want of course is to be able to enter more items into the sheet and in each case multiply the price times the number of items. This is achieved for the next row (row 3) by copying the formula that is in D2 into D3. To do this we simply click on the cell D2, go up to 'Clipboard' at the top of the screen and choose the 'Copy icon',(or CTRL+C) this copies the formula onto the 'clipboard', an area of computer memory reserved for temporary storage. Then move to cell D3, click in it, then choose 'Edit' followed by 'Paste' (CTRL+V). The formula is then in D3. What is