

Instructions for calculating total lines and columns in Word 2013

If you are working in Word and need to calculate the value of an expression, you can do simple calculations such as summarizing, multiplying, and calculating the average value on the word without copying. Data into Excel to calculate and paste the results into Word.

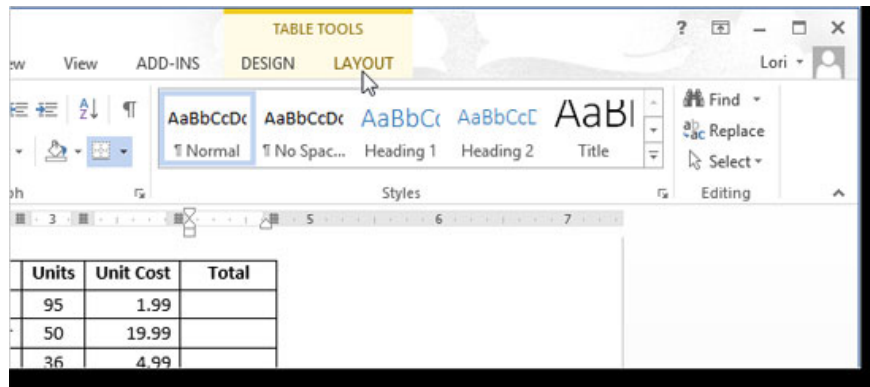
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The screenshot shows the Microsoft Word 2013 interface with a table. The ribbon is set to 'TABLE TOOLS' with the 'LAYOUT' tab selected. The table has the following data:

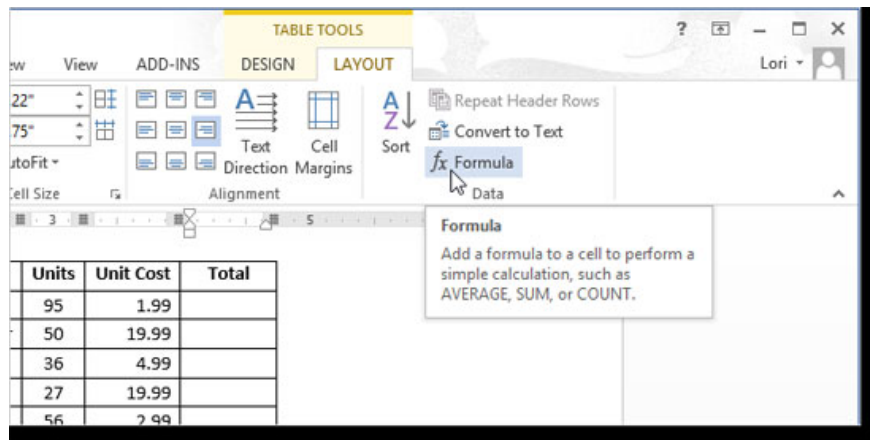
OrderDate	Region	Rep	Item	Units	Unit Cost	Total
1/6/10	Quebec	Jones	Pencil	95	1.99	<code>{=PRODUCT(LEFT # "##0.00" }</code>
1/23/10	Ontario	Kivell	Binder	50	19.99	999.50
2/9/10	Ontario	Jardine	Pencil	36	4.99	179.64
2/26/10	Ontario	Gill	Pen	27	19.99	539.73

Note: When you add rows or columns of values ??to a new Word table, the formulas will not automatically update. To update a formula, right-click the formula and select **Update Field** from **the popup menu**.

To enter some calculation formula into a cell in a table, you must **place the cursor in that box** and **click on the Layout tab under Table Tools**.



After clicking on the **Layout tab** , click **Formula (fx)** in the data section.

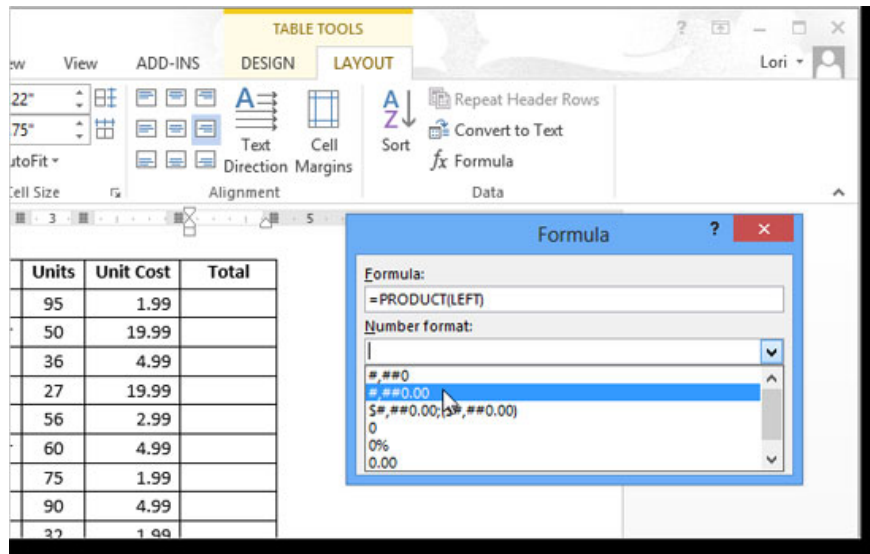


In the example in the figure above, we will get the data in the **Units** column and the **Unit Cost** column to get the result to the **Total column** and then calculate the sum of the column Total. To do this, we will use the formulas on the dialog box to multiply the two numbers on the same line to the left of the cell:

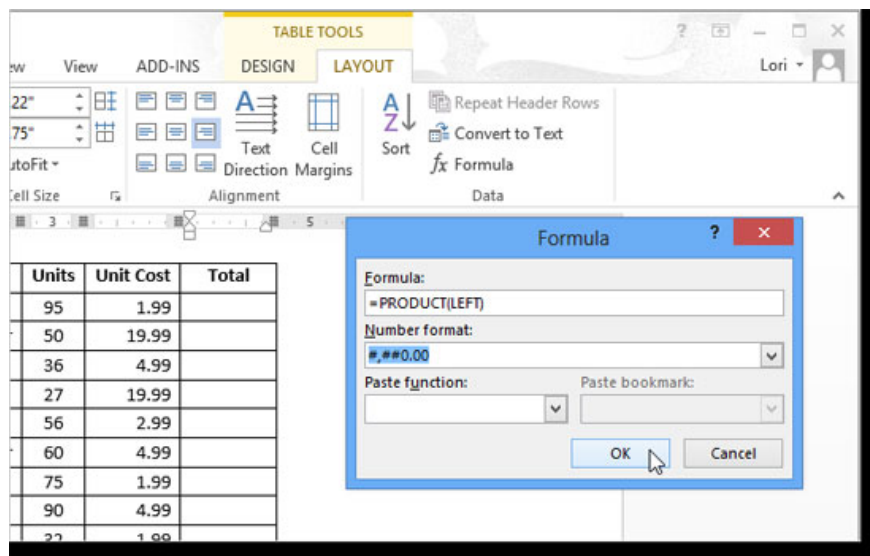
= PRODUCT (LEFT)

Select a numeric display option in the **Number format** list to specify the format for the result of the calculation formula.

Note: For more information on the available formulas and how to use them, you can refer to the **Microsoft Office** website .

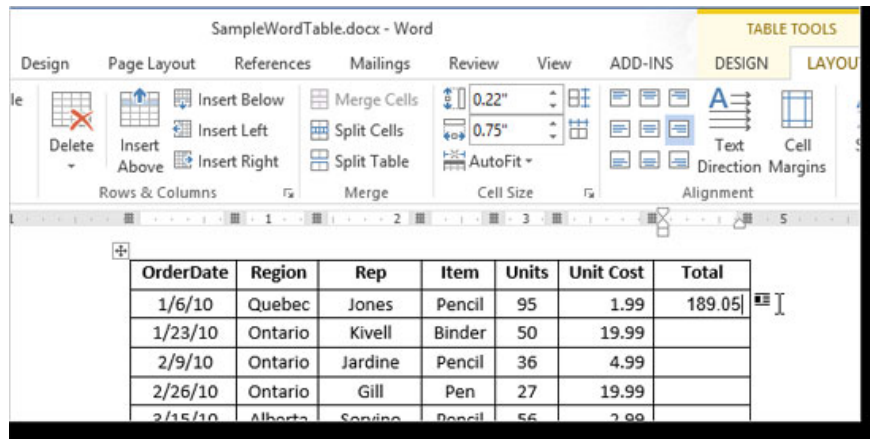


You can click the **OK** button to accept the settings and insert the formula into the box.

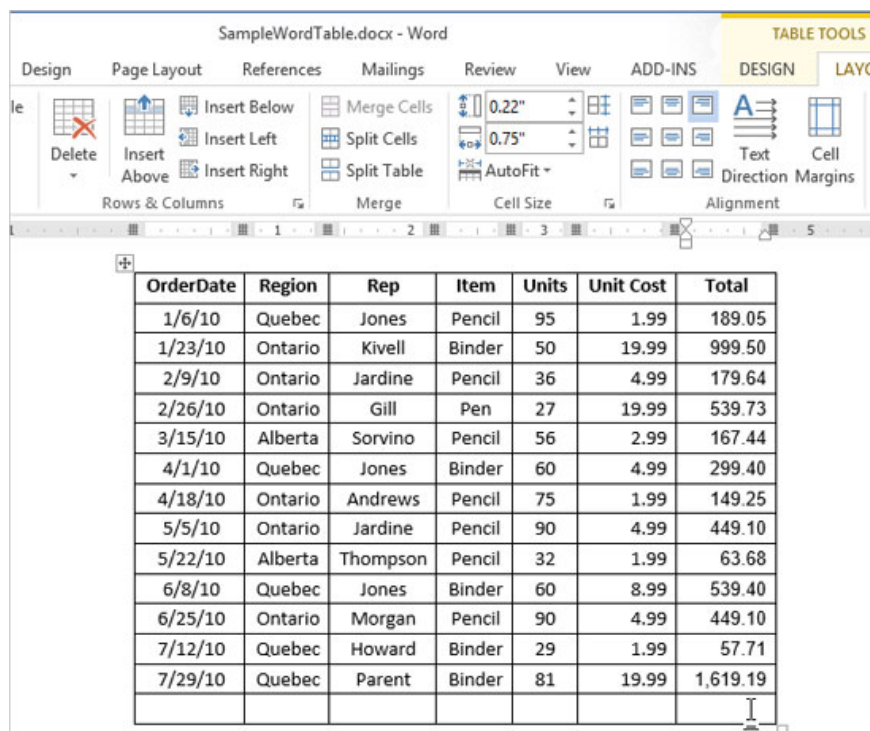


The results after making are displayed in the box.

Note: If you right-click on a cell containing the formula and select **Toggle Field Codes** in the menu, the actual formula will appear in the cells, just like the image shown at the beginning of this article. You can then **right-click** and select **Toggle Field Codes** again to display the results.



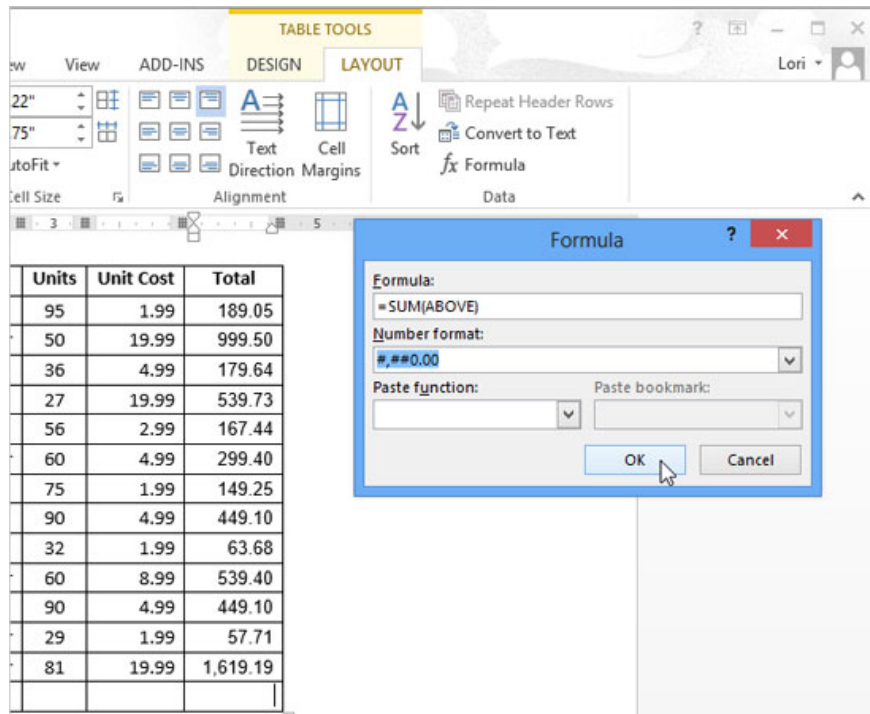
The image above we are taking steps to multiply a unit and specifically multiply the cost unit for each different row.



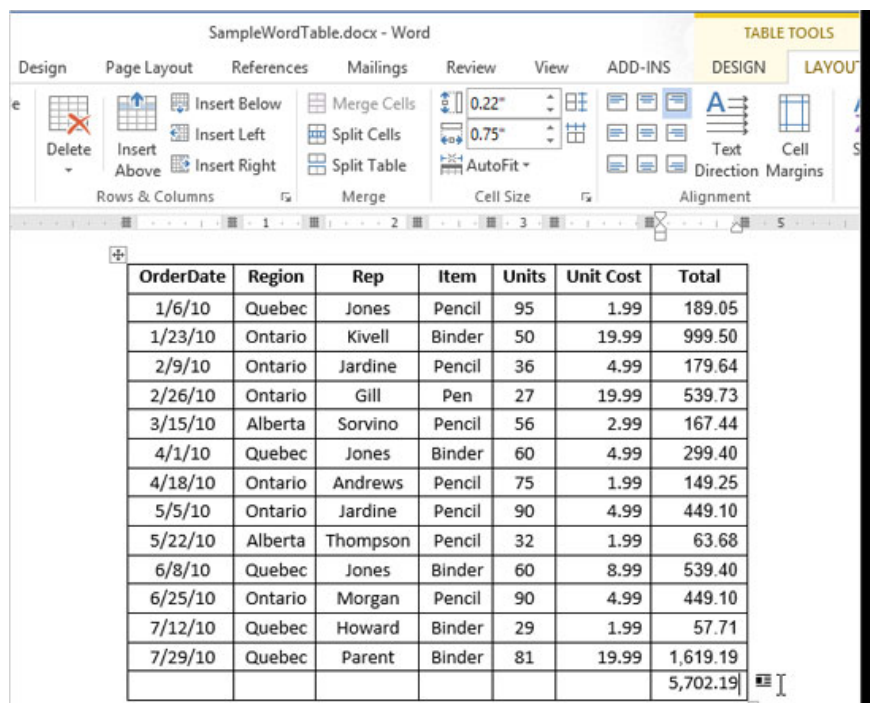
Now, you can add a row below to be able to calculate the total cost. Place the cursor in the empty box at the bottom of the Total column. Click **Formula** in the data section of the **Layout tab** again to access the dialog box. You enter the following formula in the formula edit box (*the formula can default to the formula SUM with ABOVE as an argument*):

= SUM (ABOVE)

You can select **any of the number formats** and click **OK**.



Below is the table of the results showing the cells.



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