

The fastest way to calculate lines and columns in Word 2013

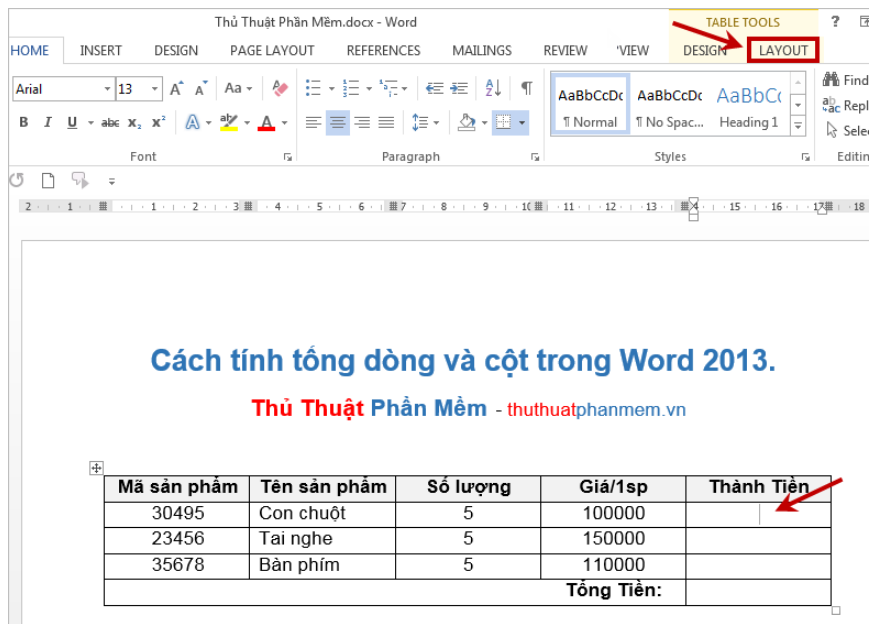
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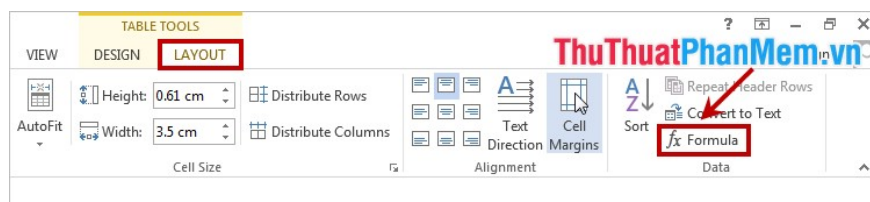
This is also a nice feature and useful for those who have to regularly report on Word.

The following article shows you how to calculate row and column totals in Word 2013.

Step 1: First, you put the cursor in the table cell to enter the calculation formula. Then you select the **Layout** tab in **Table Tools** .

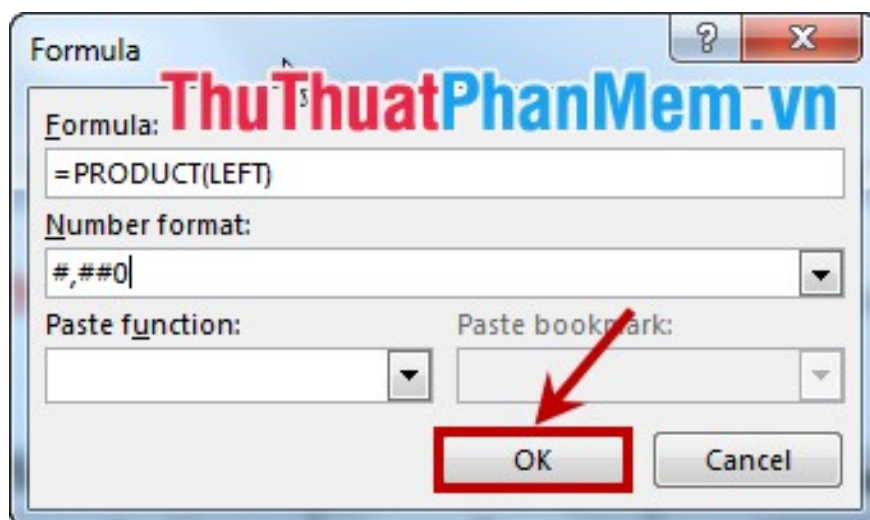


Step 2: Next, select **fx Formula** in the **Data** section to open the **Formula** dialog box .



Step 3: In the **Formula** dialog box , enter the formula in the Formula section. The default formula is to the left (= **SUM (LEFT)**) but in the example we need to perform multiplication of values ??to the left so you replace the formula as = **PRODUCT (LEFT)** .

In the **Number format** section, you define the formats for the results of the calculation formula. After setup is complete you click **OK** to perform.



The result will display right in the cell you have selected.

Cách tính tổng dòng và cột trong Word 2013.

Thủ Thuật Phần Mềm - thuthuatphanmem.vn

Mã sản phẩm	Tên sản phẩm	Số lượng	Giá/1sp	Thành Tiền
30495	Con chuột	5	100000	500,000
23456	Tai nghe	5	150000	
35678	Bàn phím	5	110000	
Tổng Tiền:				

Note: If you want to display the formula of which cell, then select and right-click on the cell, then select **Toggle Field Codes** , then the formula will be displayed.

Cách tính tổng dòng và cột trong Word 2013.

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30495	Con chuột	5	100000	500,000
23456	Tai nghe	5	150000	750,000
35678	Bàn phím	5	110000	550,000
Tổng Tiền:				1,800,000

When you need to display the results again, you perform the right-click operation again and select **Toggle Field Codes** .

Next to calculate the total of money you do the same as above but the formula is = **SUM (ABOVE)** because of the sum of the cells above.

The results will also be displayed as soon as you close the Formula dialog box.

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Note: The formulas do not automatically update when you add new rows or columns, but you can also update them by right-clicking on the cell containing the formula and then selecting **Update Field** or the **F9** key .

So, now you can quickly calculate on the table row and column in Word. Good luck!

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