Do the following to sum up 4 and 5:

1) Click in cell <A1> and press the = key, or choose **Table > Formula** on the Menu bar, or press *F2*, or click the **Sum** icon or the **Formula** icon on the Table toolbar, or click the **Formula** icon in the Table panel of the Properties deck on the Sidebar.

   The Formula bar appears automatically at the top of the workspace. In the leftmost side of the bar, you can see the coordinates of the selected cell.

2) Click in cell <B1>. The identifiers of this cell are automatically displayed in the Formula bar and inserted into cell <A1>.

3) Press the + key.

4) Click in cell <C2>. You can see the final formula = <B1>+<C2> displayed both in the selected cell and on the Object bar.

5) Press the *Enter* key, or click the green check mark (may be a different symbol on some installations) on the Formula Bar, to replace the formula in the cell with the result of the calculation.
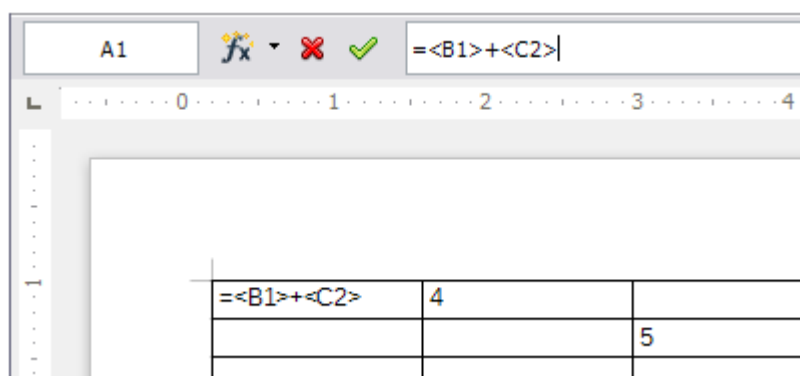

Figure 311: Using spreadsheet functions in a table

> **ⓘ Tip**
>
> To display a cell's formula and make it available for editing, choose **Table > Formula** on the Menu bar, or use one of the other methods above.
>
> To display the list of the mathematical functions available for use in a table, display the Formula toolbar and then click the **Formula f(x)** icon.

In our example, this gives the result 9 in the top left cell. For summing contiguous cells, you can simply select the cells in the row, column, or the rectangle of rows and columns. Thus, for example, to add a column of numbers, do this:

1) Type an equals sign = in an empty cell.

2) Select the cells to be added together, in this case the cells from A2 to A5. The formula should be something like =<A2:A5>.

3) Press the *Enter* key or click the green check mark on the Formula Bar.

4) The result appears in the cell you have selected.

When using a function, you can type the cell references manually or select them. Thus, to add up the four numbers that we added above (A2, A3, A4, A5), do this:

1) Type an equals sign = in an empty cell.

2) Type sum or select it from the function list f(x).

3) Select the contiguous cells to be added together. The formula should be something like =sum<A2:A5>.