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## Word - Table Calculations

You don't have to use Excel to create a table for calculations in a Word document. Word gives you the ability to calculate simple formulas in a table.

First, create a table – with your cursor where you want the table go to Insert on the menu ribbon, click Table and choose the size of your table. Now add your data.

	Adults	Children	Total
Friday	20	45	65
Saturday	32	60	
Sunday	18	7	
Total			

Say your table shows ticket sales for a weekend event and you want to get a total for either rows or columns:

- Click in the table cell where you want the sum to show (the Table Menu will appear on the extreme right of the menu ribbon)
- On the **Table** menu, click **Formula**.
- If the cell you selected is at the right end of a row of numbers, Word suggests the formula =SUM(LEFT). Click **OK** if this is correct. Or if the cell you selected is at the bottom of a column of numbers, Microsoft Word suggests the formula =SUM(ABOVE).

### Note

- If your column or row contains blank cells, Word will not total the entire column or row. To fix this put a zero in each blank cell.

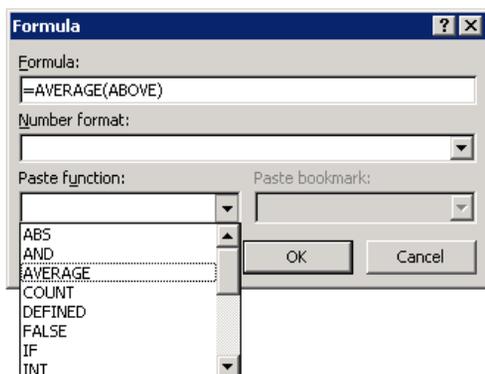
### To perform other calculations:

- Click in the cell you want the result to appear.
- On the **Table** menu, click **Formula**.
- Word will suggest a formula - delete it from the **Formula** box, but don't delete the equal sign.
- In the **Paste function** box, click a function. For instance, to get an average of the numbers click AVERAGE.
- Then to reference the contents of a table cell, type the cell references in the parentheses in the formula. For instance – Left, above or to add the numbers in cells A1 and B4, the formula would read =SUM(a1,b4)

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- **You can further format your numbers with the number format box – so for example, to display the numbers as a decimal percentage, click **0.00%**.**



Try this out for yourself – create a table and play around with different formulas. But honestly, to make it easier, I suggest you use Excel and then paste in the table. This gives you more table and calculation options.

If you have questions or a MS Office project contact me at [info@aapk.com](mailto:info@aapk.com) I have years of experience and can help you.

## SEO is Dead

The buzz word a couple of years ago for marketing your web site was SEO (search engine optimization). Everyone wanted to be at the top of the search engines. The focus was optimizing your key words for the search engines.

Now, this has all changed and there are many factors to consider – such as geographic location, content and measuring where you are now and where you want to go.

Want to know more – read this article from Web Marketing Today at - <http://webmarketingtoday.com/articles/111555-SEO-Is-Dead-Web-Marketing-Alive-and-Well/>

If you need help with maximizing your web presence contact me at [info@aapk.com](mailto:info@aapk.com).

## You Have To Laugh

Funny Video: Bunny Eating Raspberries - too cute - [https://www.youtube.com/watch?feature=player\\_embedded&v=A9HV5O8Un6k](https://www.youtube.com/watch?feature=player_embedded&v=A9HV5O8Un6k)

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