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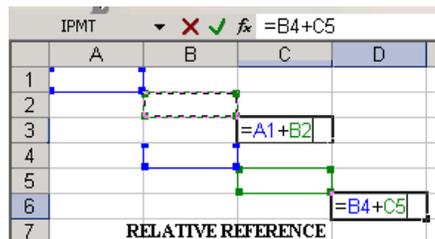
## Excel - How it Calculates Formulas

Even if you use Excel daily, it's always good to review the "basics". Today I am going to explain how Excel works with calculations; relative and absolute references in formulas and how using cut and paste affects them.

Because Excel is set up in a grid pattern (columns and rows) each cell has a "reference" (a combination of the column and row) such as A1, B2, etc. These references tell Excel which cells to use in the calculations, such as =A1+B2.

### Copying Formulas

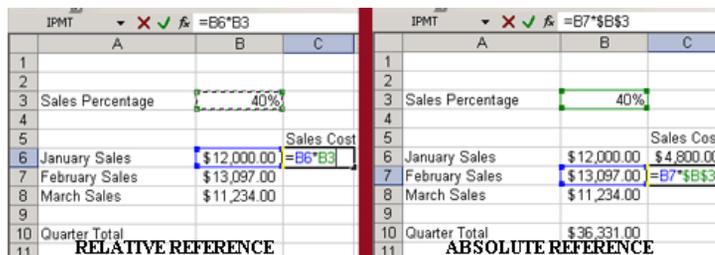
When you copy and paste a formula, Excel will adjust the references in the formula by how many columns and rows you moved the formula (this is called a **relative reference**). For example if you had the formula =A1+B2 in cell C3, and you copied the formula to cell D6, the references would change by 1 column (A to B and B to C) and 3 rows (1 to 4 and 2 to 5) – now your formula would become =B4+C5.



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If you don't want Excel to adjust the formula when copied you can identify one or more parts of the formula as **absolute references**. By adding the "\$" character in front of the row and/or column reference you tell Excel to keep that cell referenced and not adjust when it is copied.



I use these often, for instance I have an accounting sheet I keep of sales for a client. Referencing the example above, if I need to calculate approximate future sales (I want them in cells C6 - C8) using a percentage (cell B3), all I have to do is create the percentage once in a cell, and then set an absolute reference to the percentage (shown on the right (=B7\*\$B\$3) of the example above). Then when I copy the formula down to other months I get the desired results. Absolute references can be used just for a column ("\$" precedes the column letter) or just the row reference ("\$" precedes the row number) or you can use them together to hold both the column and row in place.

### Pasting Formulas

When a formula is pasted Excel keeps the references and does not adjust them. This is done without the use of the "\$" character – so essentially, it's an **absolute reference**.

Getting familiar with how to use relative and absolute references takes a little bit of time, but will save you from recreating multiple formulas that could cause errors down the road.

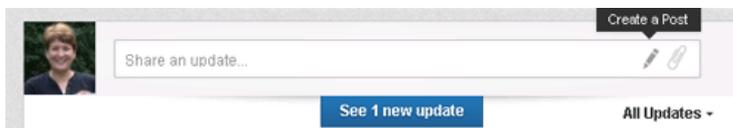
If you have questions or a MS Office project contact me at [info@aapk.com](mailto:info@aapk.com) I have years of experience and can help you.

## LinkedIn - Publishing Platform

Establishing yourself as an expert in your field is key to expanding your network and business. LinkedIn has been a great way to attract followers and now they have added the publishing platform (for free) as an additional way to make your voice heard.

In the past you would “post” something in the “share an update” area – similar to Facebook, but that post would tend to get lost among all the other posts in your network. Now, with LinkedIn’s publishing platform you can post high-quality content (such as this newsletter), share it with others and best of all posts are tied and show on your professional profile!

So, let’s talk about how you use this versus just sharing an update. On your home page you will still see the “Share an update” box, but now there is an extra icon – a pencil. Click on the pencil and the screen changes to reveal area for a title and content. That content can be formatted and include attachments and links. Once you have finished writing you can opt to have the post go to Twitter, preview it, or save it for later publishing,



The first time I used it a couple of my LinkedIn buddies contacted me saying they had seen my post and my views have increased in the past three weeks since sharing this way.

To learn more about it this LinkedIn function, the good folks at Social Media Examiner wrote the following article outlining what you can do with this. <http://www.socialmediaexaminer.com/how-to-linkedin-publishing-platform/>

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

## You Have To Laugh

Funny Video: Balloon Office Prank - Balloon Office Prank [https://www.youtube.com/watch?feature=player\\_embedded&v=TOY\\_PVF\\_Evg](https://www.youtube.com/watch?feature=player_embedded&v=TOY_PVF_Evg)

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