

The default for copying / filling a cell (including formula therein) either across or down means Microsoft Office Excel will use relative referencing.

In other words, as you move one row down, the cell reference within any formula will automatically adapt to this change by altering the any cell reference down one row.

For example, if a formula is contained within Row 3 in say Cell F3 and the formula refers to Cell A5 and Cell C7. When Cell F3 that contains this formula is copied down one row, it will change the referencing within the formula such as Cell A5 becomes Cell A6 and Cell C7 becomes Cell C8.

Obviously this works extremely well when the user requires relative referencing.

However, when a formula refers to a specific cell on its own and within the formula it would not work if relative referencing is applied.

For example, if a formula is contained within Row 3 in say Cell F3 and the formula refers to Cell A5 and Cell Z9. The same as above would mean copying down a row would mean Cell A5 becomes A6 and Cell Z9 becomes Z10 ... but wait, we don't want Z9 to become anything else other than stay the same Z9. So, we use absolute referencing by placing a string dollar sign in front of the row / column we want to remain absolute. If we use \$Z\$9 to make it absolute within the formula then when it is copied down or across, the cell will remain absolute. (The cell reference must be clicked upon to select within the formula, then function F4 key on the keyboard)

A good example is when we are adding on or multiplying out a tax, instead of using the rate of tax in every single calculation everywhere on a sheet. Meaning if the rate was to change we would need to change every single calculation within the sheet. Unless, we refer to the one cell containing the rate of tax for calculation purposes. If the rate ever changes then we change the one cell and abracadabra, magic prevails, every single calculation automatically updates to use the new rate contained within that one cell ... as long as we have used absolute referencing.

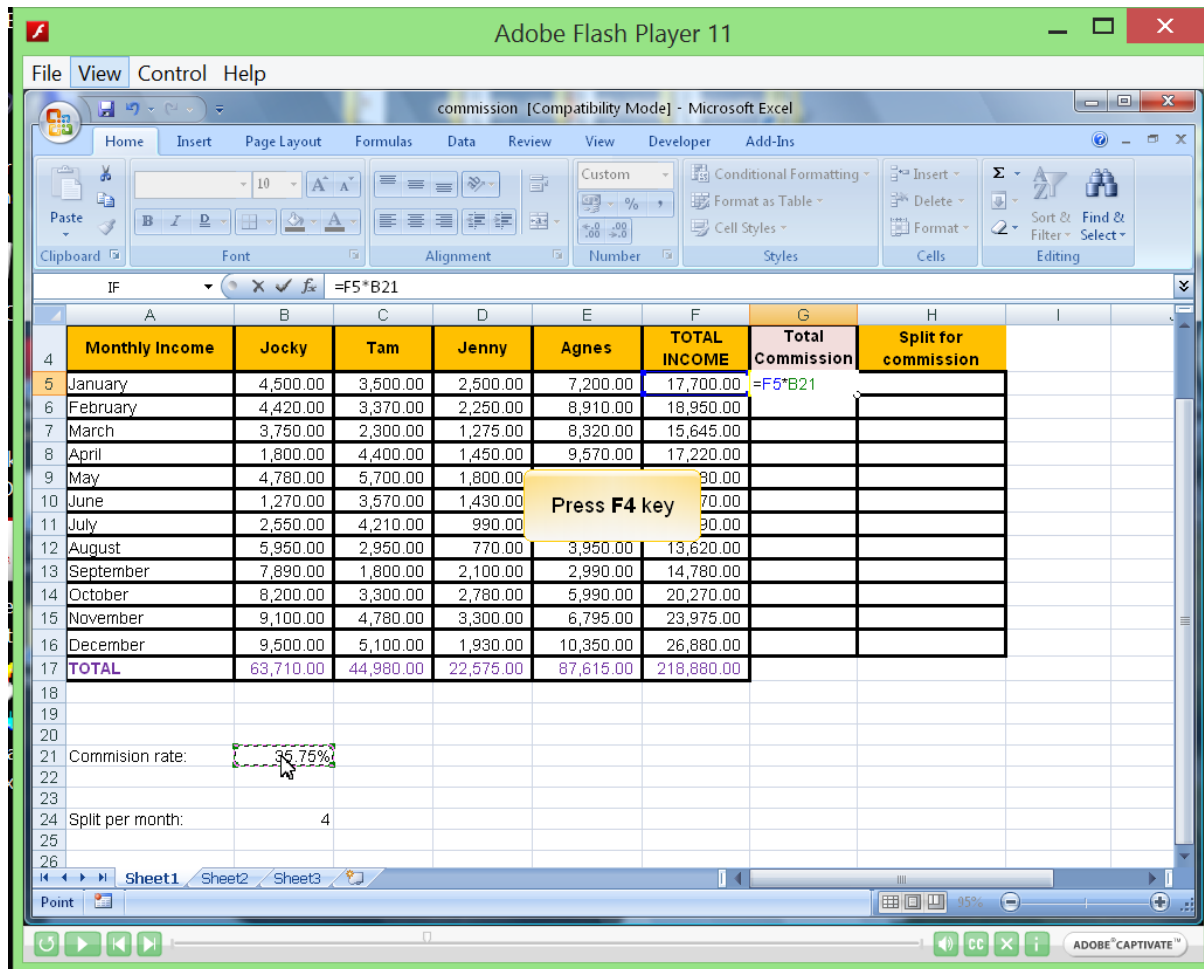
Microsoft Office Excel - Spreadsheets

Exercise 55 – additional tutorial – relative and absolute referencing

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An easy means of applying absolute referencing is to use the F4 button when inputting the cell reference within a formula.

The following screenshots might assist understanding:



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Formula bar: $=F5*\$B\21

B	C	D	E	F	G
Jocky	Tam	Jenny	Agnes	TOTAL INCOME	Total Commission
4,500.00	3,500.00	2,500.00	7,200.00	17,700.00	$=F5*\$B\21
4,420.00	3,370.00	2,250.00	8,910.00	18,950.00	
3,750.00	2,300.00	1,275.00	8,320.00	15,645.00	
1,800.00	4,400.00	1,450.00	9,570.00	17,220.00	
4,780.00	5,700.00	1,800.00			
1,270.00	3,570.00	1,430.00			
2,550.00	4,210.00	990.00			
5,950.00	2,950.00	770.00			
7,890.00	1,800.00	2,100.00			
8,200.00	3,300.00	2,780.00			
9,100.00	4,780.00	3,300.00			
9,500.00	5,100.00	1,930.00			
63,710.00	44,980.00	22,575.00	87,615.00	218,880.00	

Press Enter key

35.75%

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File View Control Help

commission [Compatibility Mode] - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Developer Add-Ins

Clipboard Font Alignment Number Styles Cells Editing

Formula bar: $=F5*\$B\21

	A	B	C	D	E	F	G	H	I
	Monthly Income	Jocky	Tam	Jenny	Agnes	TOTAL INCOME	Total Commission	Split for commission	
4									
5	January	4,500.00	3,500.00	2,500.00	7,200.00	17,700.00	6,327.75		
6	February	4,420.00	3,370.00	2,250.00	8,910.00	18,950.00			
7	March	3,750.00	2,300.00	1,275.00	8,320.00	15,645.00			
8	April	1,800.00	4,400.00	1,450.00	9,570.00	17,220.00			
9	May	4,780.00	5,700.00	1,800.00	6,700.00	18,980.00			
10	June	1,270.00	3,570.00	1,430.00	9,100.00	15,370.00			
11	July	2,550.00	4,210.00	990.00	7,740.00	15,490.00			
12	August	5,950.00	2,950.00	770.00	3,950.00	13,620.00			
13	September	7,890.00	1,800.00	2,100.00	2,990.00	14,780.00			
14	October	8,200.00	3,300.00	2,780.00	5,990.00	20,270.00			
15	November	9,100.00	4,780.00	3,300.00	6,795.00	23,975.00			
16	December	9,500.00	5,100.00	1,930.00	10,350.00	26,880.00			
17	TOTAL	63,710.00	44,980.00	22,575.00	87,615.00	218,880.00			
18									
19									
20									
21	Commission rate:	35.75%							
22									
23									
24	Split per month:	4							
25									
26									

Sheet1 Sheet2 Sheet3

Ready

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A	B	C	D	E	F	G
Monthly Income	Jocky	Tam	Jenny	Agnes	TOTAL INCOME	Total Commission
January	4,500.00	3,500.00	2,500.00	7,200.00	17,700.00	6,327.75
February	4,420.00	3,370.00	2,250.00	8,910.00	18,950.00	6,774.63
March	3,750.00	2,300.00	1,275.00	8,320.00	15,645.00	5,593.09
April	1,800.00	4,400.00	1,450.00	9,570.00	17,220.00	6,156.15
May	4,780.00	5,700.00	1,800.00	6,700.00	18,980.00	6,785.35
June	1,270.00	3,570.00	1,430.00	9,100.00	15,370.00	5,494.78
July	2,550.00	4,210.00	990.00	7,740.00	15,490.00	5,537.68
August	5,950.00	2,950.00	770.00	3,950.00	13,620.00	4,869.15
September	7,890.00	1,800.00	2,100.00	2,990.00	14,780.00	5,283.85
October	8,200.00	3,300.00	2,780.00	5,990.00	20,270.00	7,246.53
November	9,100.00	4,780.00	3,300.00	6,795.00	23,975.00	8,571.06
December	9,500.00	5,100.00	1,930.00	10,350.00	26,880.00	9,609.60
TOTAL	63,710.00	44,980.00	22,575.00	87,615.00	218,880.00	
Commission rate:	35.75%					