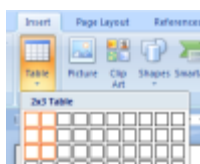# Calculations in Word Tables

By Dick Evans

Rather than build a table in Excel and import it into a Word document, you can create a table and add calculations to it right in Word!

1. Open Word



2. Insert > Tables > Table and select a 2x3 table

| Item | Value |
|------|-------|
| Pen | 150.00 |
| CD | 285.15 |

3. Add some data and double-click the left vertical border to auto size the columns

| Item | Value |
|------|-------|
| Pen | 150.00 |
| CD | 285.15 |
| | |

4. With the insertion point in the last cell (lower right), press Tab to add an additional row

| | A | B |
|---|------|-------|
| 1 | Item | Value |
| 2 | Pen | 150.00 |
| 3 | CD | 285.15 |

If this were Excel, each cell would have an address and be referenced by the column letter followed by the row number. The word Pen would be in cell A2. Word works the same way, but the column letters and row numbers are assumed.
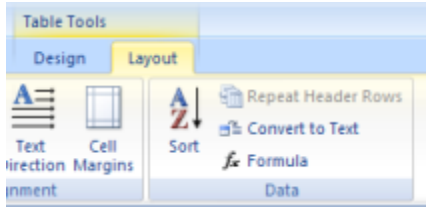
5. Place the insertion point in B4 (under 285.15), and then Layout > Data > Formula
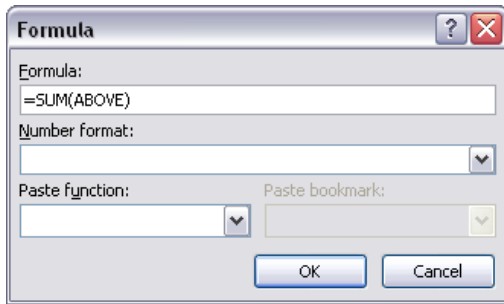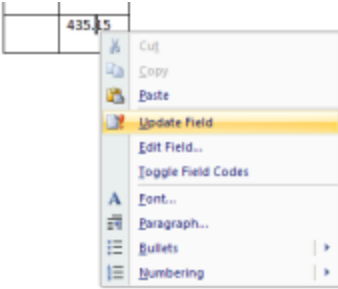


6. Click OK to accept the formula to SUM the above cells

| Item | Value |
|------|--------|
| Pen | 150.00 |
| CD | 285.15 |
| | 435.15 |

7. The answer appear below the column of values

| Item | Value |
|------|--------|
| Pen | 300.00 |
| CD | 285.15 |
| | 435.15 |

8. Changing the first value to 300.00 does not change the total because recalculation is not automatic as it is by default in Excel.
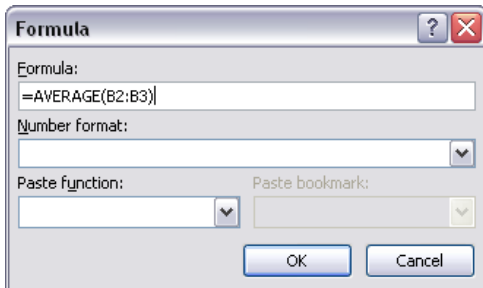
9. Right-click in the total amount cell, then select Update Field

| Item | Value |
|------|-------|
| Pen | 300.00 |
| CD | 285.15 |
| | 585.15 |

The total is now correct

OK, this works pretty good, but what else can it do?



10. Add an additional row, then try this formula =AVERAGE(B2:B3)

| Item | Value |
|------|-------|
| Pen | 300.00 |
| CD | 285.15 |
| Sum | 585.15 |
| Avg | 292.58 |

The following lists a few of the allowable functions Word accepts:

AVERAGE( )
COUNT( )

MIN( )
MAX( )
PRODUCT( )
SUM( )

Between the brackets place the cell, range of cells, or the words ABOVE, BELOW, LEFT, or RIGHT