

TECHNOLOGY TIPS

by Dodie Edelstein

A Calculating Table (All Versions of Word)

Have you ever typed a column of numbers in a table and then wanted to total that column? Do you reach for the calculator and punch in all those numbers again? If so, this might be the solution for you:

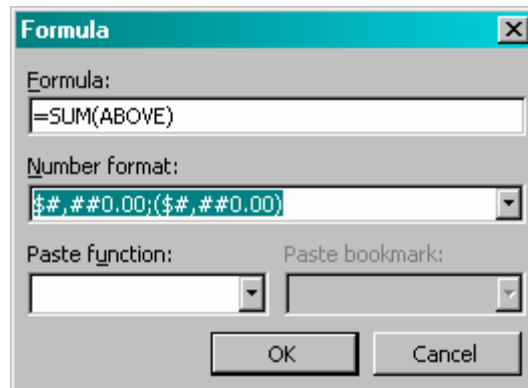
Using the Formula Field

Instead of typing in the sum of your column, you can ask Word to help. Say you need to add a column of numbers:

	Mooch's Expenses	Earl's Expenses
Cat Food	\$140.58	\$1.59
Pet Toys	\$19.18	\$45.79
Total		

Your cursor needs to be here – where you would manually type in the total.

In your **Totals** row, where you would normally type in the sum of that column, click on **Table, Formula** instead. You'll see this screen:



Word automatically wants to add all the numbers above your cursor (so the formula says "`=SUM(ABOVE)`") as a default. The only part you'll have to change is the **Number format** or you'll get a plain number with no dollar sign or decimal.

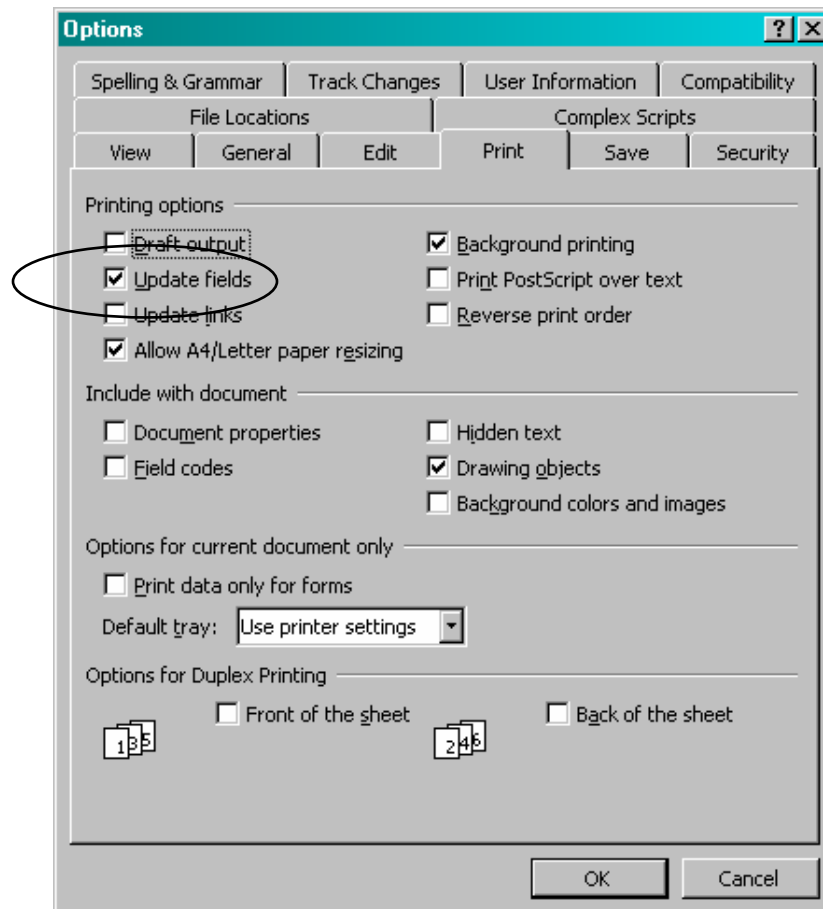
Click in the drop down box and choose the 3rd one from the top (the one that looks like my example above). That will format the number with dollars, commas and decimals, just like you want. Repeat this for every column you need to total.

Now your table looks like this:

	Mooch's Expenses	Earl's Expenses
Cat Food	\$140.58	\$1.59
Pet Toys	\$19.18	\$45.79
Total	\$ 159.76	\$ 47.38

Careful! Whenever you add new rows or change the numbers, Word does **not** automatically calculate the new totals. You'll have to click in the totals and press F9 (or select the whole document and press F9 to get the formula to update).

Extra Special Note: If you turn on a feature in Word's settings that says "Update Fields when Printing" – then your formulas will automatically recalculate each time you print. This way, you're never left with a printout that's incorrect. To turn on this feature, go to **Tools, Options, Print** and check the box that reads **Update Fields** as shown below:





Dodie Edelstein is the owner of Legal Information Systems Training (LIST), which specializes in helping you get the most from the software you have. She provides customized legal-specific training and support services for document processing, e-mail and document management software. Dodie can be reached through E-Mail at dodiemail@comcast.net, by telephone at 707-776-4695 and on her web page at www.aboutlist.com.