

## Absolute Cell References Task Sheet 2

Situations arise in which the cell reference must remain the same when copied or when using AutoFill. Dollar signs are used to hold a column and/or row reference constant.

Example:

In the example below, when calculating commissions for sales staff, you would not want cell B10 to change when copying the formula down.

You want both the column and the row to remain the same to refer to that exact cell. By using \$B\$10 in the formula, neither changes when copied.

	A	B	C
1	<b>Commissions - November 2000</b>		
2			
3		Total Sales	Commission
4	Bob	26,000	=B4*\$B\$10
5	Sally	35,350	
6	Joseph	42,000	
7	Celia	28,800	
8			
9			
10	<b>Rate:</b>	10%	

	A	B	C
1	<b>Commissions - November 2000</b>		
2			
3		Tot:	
4	Bob	26,000	2600
5	Sally	35,350	3535
6	Joseph	42,000	4200
7	Celia	28,800	2880
8			
9			
10	<b>Rate:</b>	10%	

Cell B10 does not change when filled.

### Task

1. Open a new Excel worksheet
2. Type in the data from A1:B7
3. In cell C3 type in the word 'Commission'
4. In cell A10 Type in 'Rate'. Make the text bold.
5. In cell B10 type in: 10%
6. In cell C4 write your own absolute cell reference formula to calculate the commission earned by each sales person.
7. Copy your formula down through cells C5:C7

	A	B	C
1	<b>Commissions - November 2000</b>		
2			
3		Total Sales	Commission
4	Bob	26,000	=B4*\$B\$10
5	Sally	35,350	
6	Joseph	42,000	
7	Celia	28,800	
8			
9			
10	<b>Rate:</b>	10%	

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