



Module 4 : Subtraction in Excel

4.1 Subtracting

To subtract numbers in a cell, you just use the minus sign (-) in the cell where you want the result to appear.

Select the cell and type, for example =10-5, and ENTER, and 5 will appear in the cell. You can also select cells you would like to subtract, rather than typing the values. If you do this, the formula will appear something like this =E5-F5. Once you press Enter, the final value will appear.

4.2 Video Instruction

How to Subtract in Excel - 1m40s

4.3 Task

Estimated Time: 10 minutes

Download the worksheet and practise subtracting in Excel using the video above as a reference.

[Download Worksheet](#)

Option #2: Worksheet without formula

[Download Worksheet](#)

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