



Module 5 : Dividing

5.1 Dividing

The Divide function is one of the functions that allows you to use Excel like a calculator.

You can do this by selecting the cell where you want the product to appear. There are two important elements you cannot forget:

First, it is important that you put the equals sign before the operation.

Second, the sign to divide is the forward slash (/).

You can use cell references to divide numbers, or type the numbers in manually. Place the slash between the two numbers or cell references you want to divide, and press Enter.

5.2 Video Instruction

How to Divide in Excel - 0m52s

Note: In this video example the resulting numbers are shown as whole numbers, however, these can be changed to numbers with decimal places if required (e.g. 2000 divided by 30 will then result in 66.67, at 2 decimal places). This can be done by using Format Cells and selecting the Number tab. Click on Number, select the number of required Decimal places, tick Use 1000 Separator (,) and finally select OK. You may also refer forward to Module 33 for information on number formatting.

5.3 Task

Estimated Time: 10 minutes Download the worksheet that accompanies this video by clicking below. Once downloaded practise dividing in Excel using the video above as a reference.

[Download Worksheet](#)

Option #2: Worksheet without formula

[Download Worksheet](#)

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