

# Microsoft Excel Absolute and Relative Addressing



## Absolute and Relative Addressing

	A	B	C
1	Name	Sales Per Month	Bonus
2			6%
3	Mary	£ 34,000.00	=B3*C\$2
4	Mike	£ 32,000.00	
5	John	£ 32,222.00	
6	Phillip	£ 40,900.00	
7			

The above example displays the formula in cell C3 to calculate 6% bonus against the 'sales per month'.

The bonus amount is located in cell C2.

When a formula is filled down (dragged), it will normally use Relative Addressing, meaning in this case Mary's 'sales per month' is located in cell B3.

So if the formula was entered =B3\*C2, Mary's answer would be correct, but when the formula is filled down we would expect to get the correct answer for Mike, John & Phil.

This will not be the case, when the formula is filled down Mike's formula would display =B4\*C2.

Notice the bonus percentage is in cell C2, we require the formula to move relative down the list of names in column B, but stay fixed (Locked) to cell C2.

When we lock part of a formula to a fixed cell it is known as Absolute.

An absolute is entered by using a '\$' around the cell reference in the formula, see above example.

The right hand part of the formula is fixed to cell C2 when filled down.

	A	B	C
1	Name	Sales Per Month	Bonus
2			0.06
3	Mary	34000	=B3*C\$2
4	Mike	32000	=B4*C\$2
5	John	32222	=B5*C\$2
6	Phillip	40900	=B6*C\$2