

Microsoft Excel: Absolute Reference Shortcut

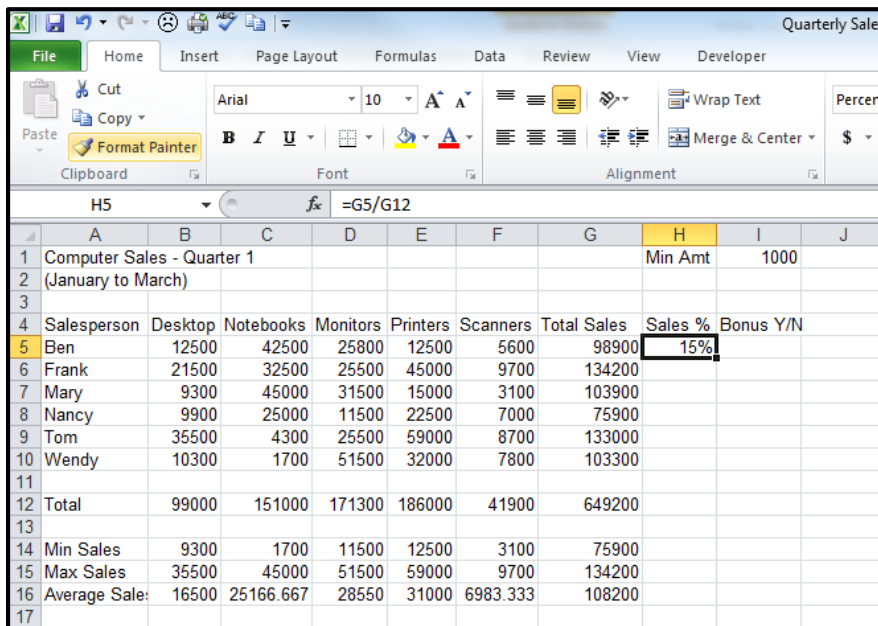
Overview



- **Absolute Reference Shortcut Key :**
 - A **relative reference** adjusts when you copy the formula.
 - An **absolute reference** never changes. (Used for the cell reference that you want to remain constant throughout the formula)

The **F4** or **Function 4** button allows you to quickly cycle through the various forms of referencing for a cell by inserting dollar signs in front of part or all of a cell's alphanumeric name. If you've identified that you have a **constant** in your formula, all you need to do is position the insertion point of your cursor in your formula somewhere within the name of the cell that is a constant. For instance, if you've entered the cell reference **G12** and have identified that it is a constant in your formulas, simply make sure that the insertion point of your cursor is either before the G, after the G, or after the 12. You can then press the **F4** key to start cycling through the referencing options.

Each time you press **F4**, Excel adds different dollar sign (\$) to make something constant in the formula. The first time you press, the reference becomes **\$G\$12**, the second time it is **G\$12**, the third time it is **\$G12**, and the fourth it is back to plain old **G12**.



The screenshot shows the Excel interface with the formula bar displaying `=G5/G12`. The spreadsheet contains the following data:

	A	B	C	D	E	F	G	H	I	J	
1	Computer Sales - Quarter 1							Min Amt	1000		
2	(January to March)										
3											
4	Salesperson	Desktop	Notebooks	Monitors	Printers	Scanners	Total Sales	Sales %	Bonus Y/N		
5	Ben	12500	42500	25800	12500	5600	98900	15%			
6	Frank	21500	32500	25500	45000	9700	134200				
7	Mary	9300	45000	31500	15000	3100	103900				
8	Nancy	9900	25000	11500	22500	7000	75900				
9	Tom	35500	4300	25500	59000	8700	133000				
10	Wendy	10300	1700	51500	32000	7800	103300				
11											
12	Total	99000	151000	171300	186000	41900	649200				
13											
14	Min Sales	9300	1700	11500	12500	3100	75900				
15	Max Sales	35500	45000	51500	59000	9700	134200				
16	Average Sale:	16500	25166.667	28550	31000	6983.333	108200				
17											



Quarterly Sales

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VLOOKUP X ✓ fx =G5/\$G\$12

	A	B	C	D	E	F	G	H	I	J	
1	Computer Sales - Quarter 1								Min Amt	1000	
2	(January to March)										
3											
4	Salesperson	Desktop	Notebooks	Monitors	Printers	Scanners	Total Sales	Sales %	Bonus Y/N		
5	Ben	12500	42500	25800	12500	5600	98900	\$G\$12			
6	Frank	21500	32500	25500	45000	9700	134200				
7	Mary	9300	45000	31500	15000	3100	103900				
8	Nancy	9900	25000	11500	22500	7000	75900				
9	Tom	35500	4300	25500	59000	8700	133000				
10	Wendy	10300	1700	51500	32000	7800	103300				
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14	Min Sales	9300	1700	11500	12500	3100	75900				
15	Max Sales	35500	45000	51500	59000	9700	134200				
16	Average Sale:	16500	25166.667	28550	31000	6983.333	108200				
17											

This feature allows you to copy and paste by auto-filling the formula down from **H5** to **H10** without changing the **G12** component.