Introduction

**Calculated fields** and **totals rows**let you perform calculations with the data in your tables. Calculated fields perform calculations using data within one record, while totals rows perform a calculation on an entire field of data.

Calculated fields

When you create a **calculated field**, you are adding a new field in which every row contains a calculation involving other numerical fields in that row. To do this, you must enter a **mathematical expression**, which is made up of**field names in your table** and **mathematical symbols**. You don't need to know too much about math or expression building to create a useful calculated field. In fact, you can write robust expressions using only grade-school math. For instance, you could:

* Use **+** to find the **sum** of the contents of two fields or to add a constant value (such as **+ 2**or **+ 5**) to a field
* Use **\*** to **multiply**the contents of two fields or to multiply fields by a constant value
* Use **-** to **subtract**one field from other or to subtract a constant value from a field