Excel® 2010 Functions & Formulas

Glossary

`=VLOOKUP(Q1*1, A1:D100, 5, FALSE)*100`

1	Formula:	An equation in a cell that results in a new value.
2	Function:	Pre-built formula that performs an operation on values resulting in one or more values.
3	Argument:	The values used by a function. Can be another function (creating a nested function).
4	Constant:	An unchanging value
5	Operator:	Symbol specifying a calculation to perform. The order of precedence for symbols is:

Arithmetic: – Negative, % Percent, ^ Exponentiation, * and / Multiplication and division, + and – Addition and subtraction

Comparison: = Equals, < Less than, > Greater than, <= Less than or equal to, >= Greater than or equal to, <> Does not equal

6	Reference:	A cell, range of cells, or a name that represents a value or cell(s). The order of precedence for references is:

: (colon) Range
  (space) Intersection
, (comma) Union

Conditionally Summing Data

The traditional Sum() and Count() functions can be extended with SUMIF() and COUNTIF() to only sum or count data that match certain criteria.

`=SUMIF(range, criteria, sum_range)`

`=COUNTIF(range, criteria)`

Sums or counts only numbers in **range** that match **criteria**. Optional sum_range allows cells summed to be in a different range than cells matching criteria.
e.g. = SUMIF(B1:B5, "<0") results in -8 if B1:B5 = 1, -2, 3, -6, 10.

Examples of Summing Selected Data

A toy manufacturer, Happy Toys, uses SUMIF to track worldwide shipment costs by country

	A	B	C	D
2		Country	Shipping Cost	TOTALS
3		US	1,098.00	US shipping
4		Canada	3,674.00	$3,571.00
5		US	2,473.00	
6		India	8,674.00	
7		Japan	10,632.00	
8		India	8,980.00	

CELL D4: = $3,571.00 because
=SUMIF(B3:B8, "US", C3:C8) finds all "US" cells in B3:B8 then sums their C3:C8 counterparts.

Being Precise (Rounding)

Use Excel's 12 rounding functions when cells display slightly different values than what is actually stored. For example, ROUND reduces the confusion when Excel sums a column of numbers with decimals to a different total than if you summed them manually.

Round Up or Down to a Multiple

`=ROUND(number, number of digits)`

Rounds to nearest integer, decimal place or multiple of ten. Rounds a **number** to specified **number of digits** where **number** can refer to a cell and **number of digits** can be:
0 – round to nearest integer
Positive – round to decimal places
Negative – round to multiples of ten. Rounds up if the portion to be rounded is >= 5.
e.g. =ROUND(3.4376,2) rounds 3.4376 to 2 decimal places or 3.44.
=ROUND(67,562.34, -2) rounds 67,562.34 to the nearest 100, or 67,600.

`=MROUND(number, multiple)`

Rounds to a specified multiple.
Rounds a positive **number** up and away from 0 if the remainder of dividing **number** by **multiple** is >= half of **multiple**. Also rounds up and away from 0 if negative, producing a larger negative.
A positive **number** must have a positive **multiple** and a negative **number** a negative **multiple**.
e.g. =MROUND (3.4376, 2) rounds 3.4376 up to the nearest multiple of 2 returning 4.
=MROUND (-67,562.34, -0.2) rounds -67,562.34 up to the nearest multiple of -0.2 returning -67,562.4.

Only Round One Way

`=ROUNDUP(number, number of digits)`

Same as ROUND but always rounds up and away from 0. ROUNDDOWN always rounds down and toward zero.

`=CEILING(number, significance)`

Same as MROUND except always rounds up unless number is negative and significance is positive. e.g.
CEILING(10.1, 2) = 12
CEILING(-9.9, 2) = -8
CEILING(-10.1, -2) = -12
FLOOR is a similar function that rounds down.

`=CEILING.PRECISE(number, significance)`

Same as CEILING but always rounds up. FLOOR.PRECISE is the same as FLOOR but always rounds down.

`=EVEN(number)`

Same as ROUND but always rounds away from zero to the nearest even integer. ODD always rounds away from zero to the nearest odd integer.

`=INT(number)`

Rounds **number** down to the nearest integer.

Improving Clarity with Range Names

Use range names to help understand and manage cell references within a function. Functions are much easier to understand if their references display as words instead of numbers and letters. For example, the intention of the formula =AVERAGE(B2:B7) becomes clear when =AVERAGE(PurchasePrice) is used.

Name Rules

1. First character of a cell name must be a letter, underscore or backslash.
2. Remaining characters must be alphanumeric, a period or an underscore.
3. Do not use: spaces, cell references (e.g. A100, R2C3), just "C", "c", "R", or "r".
4. Restrict name length to 255 characters.
5. Names are not case sensitive.

Creating a Name

Simple names can be created via the worksheet's Name Box. Otherwise, the FORMULAS, DEFINE NAME method is preferred.
SCOPE is used within the DEFINE NAME method to limit the worksheet(s) within which the name is valid allowing the same name to be used on different worksheets. Also, SCOPE can restrict a name's use to a different worksheet than the cells it refers to.

1. To create a range name select the cell(s) to name.
2. Choose FORMULAS, then [Define Name]
3. Type a name for the range and optionally select the SCOPE. Add a COMMENT (optional) then press <Enter>.

Names for constants or formulas are created in the same way except they must be preceded by = in REFERS TO.
The Name Box shows the active cell address or, if defined, the range name.

Creating Several Names at Once

Labels for rows or columns of existing data can be used to create named ranges. Labels can be above, below, left or right of the data.

1. Select existing data and the labels.
2. Choose FORMULAS, then [Create from Selection]
3. Specify which part of the selection to use as names, e.g. Top Row and/or Left Column. Click OK.

For example:

	A	B	C	D
1	YTDSales	Qtr1	Qtr2	Qtr3
2	East	123	551	844
3	Central	212	331	299
4	West	384	429	143

Creates 7 named ranges. One for each column and row of data, plus a range called YTDSales for $B$2:$D$4.

Examples of Being Precise

Happy Toys wants to set Canadian prices. Multiplying US prices by the exchange rate may not be market smart. Rounding up is always better for the bottom line so ROUND and MROUND are abandoned in favor of CEILING. Additional tinkering is required to satisfy Marketing's desire for Canadian prices to always end in 99.

CELL B6: =B3*C3 results in 19.551.
CELL B7: =ROUND(B3*C3, 1) results in 19.60. Cell B6 is rounded to the nearest single decimal.
CELL B8: =MROUND(B3*C3, 0.5) results in 19.50. Cell B6 is rounded to the nearest 50 cents.
CELL B9: =CEILING(B3*C3, 0.5) results in 20.00. Cell B6 is rounded **up** to the nearest 50 cents.
CELL B10: =CEILING(B3*C3, 0.5)-0.01 results in 19.59. One penny is subtracted from cell B9. This is the price selected by Marketing.

	A	B	C
2		US Price:	Ex Rate:
3		19.19	1.0188
4			
5		Canadian Prices	Function Used
6		19.551	
7		19.60	ROUND
8		19.50	MROUND
9		20.00	CEILING
10		19.99	CEILING

Microsoft Excel 2010 Basic Formula Cheat Sheet

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