

Excel® Formulas & Functions

Quick Reference Guide

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About Formulas and Functions

Formulas and Functions Terminology

Formulas are expressions that combine values, cell references, operators, and functions to perform calculations. They always start with an equal sign (=) and can include various elements such as numbers, text, cell references, and operations. For example, the formula =A1+B1 adds the values in cells A1 and B1. Functions are predefined formulas built into Excel that perform specific operations or calculations. Functions are expressed as `function_name(arguments)`, where "function_name" represents the specific function to use, and "arguments" are the inputs or data on which the function operates. For example, to write a formula using the SUM function to add the values of cells A1 through A5, type =SUM(A1:A5).

Arguments are the values used by a function.

Arguments can refer to individual cells or cell ranges and must be enclosed within parentheses. Separate multiple arguments for a function with commas. An argument can also be another function (creating a nested function).

Constants are unchanging values. For example, the formula =SUM(A1:A5)*10 always multiplies the sum of cell values in cells A1 through A5 by the value 10, which is the constant.

Operators are symbols specifying a calculation to perform, like addition, subtraction, or multiplication. References identify either a cell, cell range, or named range of cell values to calculate. A single cell range is referred to by its upper-left and lower-right cell address, separated by a colon symbol. E.g. A1:A5 refers to cells A1 through A5. Separate multiple, non-adjacent cell references with commas. E.g. A1,B5:C7 refers to cells A1 and also B5 through C7.

Basic Formula Structure

Use simple formula syntax to perform multiple mathematical calculations on multiple cells. Use ranged formula syntax to perform a single mathematical function over multiple cells.

Simple Formula Syntax

=B2 + B3 + B4 + B5

- ① "Equal" Sign (starts every formula)
- ② Mathematical Operators
- ③ Argument (Cell Addresses)

Mathematical Operators:
+ Addition - Subtraction * Multiplication
/ Division % Percentage ^ Exponentiation

④ ⑤ Determines the order of precedence. Designated operations are performed from left to right with anything in parentheses calculated first, then exponentiation, then multiplication and division, and finally addition and subtraction.

Ranged Formula Syntax

=SUM(B2:B5)

- ① "Equal" Sign (starts every formula)
- ② Function (Sum, Average, Min, Max, etc.)
- ③ Argument (Cell Range) (in parentheses)

Additional Syntax Symbols:
④ Used to separate the first and last cells in a range
⑤ Used to separate items in a list. E.g. A1:B3, C4:D9
⑥ Used to denote an absolute reference

The Formula Bar

The Formula Bar appears below the Ribbon in Excel and is used to input, edit, and view formulas in the currently selected cell in a worksheet.



Creating a Formula

1. Select the cell in which to enter the formula.
2. Type the equal sign (=) to start the formula.
3. Type the rest of the formula.
4. Press the "Enter" key or the "Enter" button in the Formula Bar.

Cell Referencing and Naming

Standard Cell Referencing

To reference a cell manually in a worksheet, type the column and row intersection that references the cell, without spaces. For example, the cell at the intersection of column A, row 10, is referred to as A10.

Relative vs. Absolute Cell References

A relative reference (e.g., B2) changes when copied and pasted to a new location and maintains the relative position of the referenced cell(s) to the formula cell. Example: If a formula in cell H3 that adds cells "C5" through "G5" is copied and pasted into cell H6, it would add cells "D5" through "G5."

An absolute reference (e.g., \$A\$1) remains the same when copied and pasted to a new location and references the original cells. Change any cell reference in a formula into an absolute reference by placing a dollar sign (\$) in front of both the column letter and the row number in the cell reference.

To toggle between absolute, mixed, and relative references, select a cell reference and press "F4."

Referencing Cells in Different Worksheets

Use 3D formula syntax to calculate information from multiple worksheets. Exclamation points separate sheet names from cell references. For example, to sum the values of cell B2 in Sheet1, Sheet2, and Sheet3:

=SUM(Sheet1!Sheet3!B2)

- ① "Equal" Sign (starts every formula)
- ② Function (Sum, Average, Min, Max, etc.)
- ③ Cell Range (always enclosed in parentheses)
- ④ Sheet Reference (sheet name)

Additional 3D Formula Syntax Symbols:
⑤ Used to separate sheet name from cell reference
⑥ Used to denote an absolute value
⑦ Used to separate sheet names in ranged 3D formulas
⑧ Used to separate individual sheet/cell references from each other. E.g. =Sheet1!B2, Sheet2!B2, Sheet3!B2

Naming Cells and Cell Ranges

Name a cell or range of cells to enhance the clarity and readability of formulas, more easily reference and understand data, and simplify formula creation. For example, =AVERAGE(Cost) is clearer than =AVERAGE(\$C\$1:\$C\$12).

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Creating a Named Range

Name rules:

1. Must begin with a letter, underscore, or backslash.
2. Remaining characters must be alphanumeric, a period, or an underscore.
3. No spaces or cell references.
4. 255 maximum characters.
5. Names are not case sensitive.

To create a name:

1. Select the cell(s) to be named.
2. Type the name into the Name Box in the Formula Bar and press "Enter," or click the "Define Name" button in the "Defined Names" group on the "Formulas" tab in the Ribbon. In the "Name Box" dialog, type a name, and click the "OK" button.

Limiting the Scope of a Name

By default, you can reference a named range on any worksheet within a workbook. Use scope to limit the use of the named range to a single worksheet.

1. Select the cell(s) to be named.
2. Click the "Define Name" button in the "Defined Names" group on the "Formulas" tab in the Ribbon.
3. Select the worksheet to which to limit the name from the "Scope" drop-down, enter the name, and click the "OK" button.

Creating Multiple Names at Once

Use row or column labels to create named ranges.

1. Select the data and the labels.
2. Click the "Create from Selection" button in the "Defined Names" group on the "Formulas" tab in the Ribbon. In the "Create from Selection" dialog, click "OK".
3. Select which values to use as names ("Top row," "Left column," etc.) and click "OK." Example:



Creates seven named ranges. One for each column and row of data, plus "YTDSales" for B2 through D4.

Selecting a Named Range

Click the arrow to the right of the Name Box in the Formula Bar and select the name.

Using a Range Name in a Formula

Type the name directly into the formula. Or, press the "F3" key, select the name, and click "OK." Or, click the "Use in Formula" button in the "Defined Names" group on the "Formulas" tab in the Ribbon, then select the name.

Managing Range Names

1. Click the "Name Manager" button in the "Defined Names" group on the "Formulas" tab.
2. To sort names, click the column headings to switch between ascending and descending order.
3. To filter names, click the "Filter" button and select a filter. To remove it, select "Clear Filter."
4. To change the cells to which the name refers, select the name, make changes in the "Refers to" field, then click the "Accept" button.
5. To change a name, select it, click the "Edit" button, make changes, then click "OK."
6. To delete a name, select it, click the "Delete" button, then click "OK" to confirm.
7. Click the "Close" button.

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Microsoft Excel Formulas Guide

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Microsoft Excel Formulas Guide:

Excel Formulas and Functions Ramirez Adam,2019-09-22 For many of us Excel is nothing more than a basic spreadsheet something we may use on the odd occasion but for some it is part of our daily lives Microsoft Excel is more than just a spreadsheet it is an essential tool for businesses In fact it would be fair to say that it is probably one of the most important tools that a business could have at its disposal Some of the best uses for Excel include extracting data into charts using it to identify problems and trends bringing all the data together from multiple files and other sources so it's all in one easy to use place and much more The basis of Excel lies in formulas and functions used for storing data and retrieving it for doing calculations and for analyzing data all in one simple grid format It is these formulas and functions that provide the biggest headaches for inexperienced users and that is what my guide is all about how to use them and a look at some of the most commonly used ones Given that there are more than 400 functions alone and not much less in the way of formulas I couldn't possibly go over every single one of them You don't need to know them all though Excel has a built in Function Wizard that helps you to get the best function for what you are doing and built in Formula Intellisense helps with formulas Without further ado let's immerse ourselves in the world of Excel formulas and functions

Mastering Microsoft Excel: A

Beginner's Guide to Spreadsheets and Data Analysis DIZZY DAVIDSON,2025-02-15 Dive into the world of spreadsheets and data analysis with Mastering Microsoft Excel A Beginner's Guide to Spreadsheets and Data Analysis This comprehensive guide is perfect for anyone looking to unlock the full potential of Microsoft Excel Whether you're a student professional or hobbyist this book will transform you from a novice to a confident Excel user equipped with the knowledge to create and analyze data effectively Packed with real life stories illustrations quizzes with answers practical exercises and real life examples this book is your ultimate companion to mastering Microsoft Excel Inside this book you'll discover Introduction to Excel Get familiar with the Excel interface and learn key features and terminology Getting Started with Spreadsheets Learn how to create save and organize your workbooks and worksheets Basic Formatting Techniques Master formatting cells and data to make your spreadsheets look professional Working with Formulas and Functions Understand the power of formulas and functions to perform calculations and analyze data Data Entry and Validation Discover tips for accurate data entry and how to use data validation to ensure data integrity Managing and Organizing Data Learn how to sort filter and organize your data efficiently using tables and named ranges Creating Charts and Graphs Visualize your data with various chart types and customize them for clarity Analyzing Data with PivotTables and PivotCharts Unlock advanced data analysis with PivotTables and PivotCharts Advanced Excel Features Explore conditional formatting macros and an introduction to VBA Printing and Sharing Excel Workbooks Prepare your spreadsheets for printing and sharing with others Keywords Microsoft Excel Excel spreadsheets Data analysis Formulas and functions Data visualization Chart creation PivotTables Excel formatting Spreadsheet management Data organization Key Values Real Life Stories Gain insights from real life experiences to see how

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Excel Formulas and Functions : the Complete Excel Guide for Beginners

Harjit Suman,2019-10-12 Excel is one of the most used Microsoft Office packages in the workplace It is part of our daily lives however most people do not know its full capabilities If you truly want to get the most out of Excel then you need to master Excel formulas and functions There are over 400 built-in functions in Excel but how do you know which ones to use in your worksheets Well Excel Formulas and Functions The Complete Excel Guide For Beginners will explain the best Excel functions to use in your worksheets as well as how to construct the formulas This definitive Excel formulas and functions book includes A step-by-step guide on how to construct a simple Excel formula Tips on how to create more efficient formulas How the order of operator precedence in Excel Formulas work How to check formulas in your worksheets How to use the Excel Insert Function Formula Builder to make formulas easier to write How to copy formulas down columns and across rows using the Excel Autofill function How relative, absolute, and mixed cell references are used to construct formulas How to create summing and counting formulas using Excel functions such as SUMIF, SUMIFS, COUNTIF, COUNTIFS, COUNTBLANK How to create logical formulas using the IF, OR, AND functions How to create lookup formulas using Excel functions such as VLOOKUP, HLOOKUP, and combining the INDEX and MATCH functions together to create powerful lookups How to create text formulas by using Excel functions such as LEFT, RIGHT, MID, CONCATENATE to manipulate text in your worksheets Great Excel hints and tips to help you become more efficient and save time This book comes with real life examples of why you would create Excel formulas in your worksheets You will learn How to sum values and count cells based on certain criteria Count only non-blank cells in a range Count only numbers in a range Extract the maximum and minimum values from a range of numbers How to assign bonuses for Sales people if they have hit their sales targets How to extract product details from a product table How to assign grades to a list of students How to manipulate text by extracting certain characters from a text string Have you ever seen the curly brackets in formulas and wondered what they mean In this book you will learn they are used for array formulas and you will learn how to create one This is the definitive Excel guide book on formulas and functions and a must-read for beginners and intermediates who would like to learn more about Excel's powerful functions To truly better yourself you must invest in yourself Start now by buying this book

Microsoft Excel Formulas Speedy Publishing, 2014-08-19 A Microsoft Excel formulas study guide helps students by providing them with all of the formulas

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IS FOR This book is for everyone who uses Excel daily It is also for business professionals researchers scientists statisticians and students who want to use Excel for managing and analyzing data TABLE OF CONTENTS 1 Getting Started with Excel 2 The 10 Most Popular Functions in Excel 3 Logical Functions in Excel 4 Lookup and Reference Functions in Excel 5 Math Functions in Excel 6 Statistical Functions in Excel 7 Text Functions in Excel 8 Information Functions in Excel 9 Financial Functions in Excel 10 Date and Time Functions in Excel 11 Database Functions in Excel 12 Cube Functions in Excel 13 Web Functions in Excel 14 User defined Functions in Excel

Excel 2022 beginner's user guide kylie Cox,2022-08-31

Excel is the application used by many industries to develop business plans create financial reports produce budget reports etc It is a software from the Microsoft Office suite that allows the creation of tables automated calculations schedules graphs and databases This type of software is called a spreadsheet Even if you ve never used Excel before this book will walk you through the basics and if you ve used it before you ll get even more information This is a complete guide for those who are just getting started with Excel and want to understand all the little keyboard tricks and shortcuts In addition the book provides simple hotkeys and step by step instructions Don t waste any more time Dive in right away One more thing you also get free access to a GIFT at the end of this book that can help you work smarter and faster if you get this book SIMPLE GUIDE TO UNDERSTANDING EXCEL 2022 IN FEW DAYS Are you a beginner and want to learn Excel quickly and easily Do you use Excel at home or in the office Do you want to learn how to use Microsoft Excel 2022 so that you can be successful in the workplace If so you are in the right place In this book you will discover Microsoft Excel Basics Excel Applications and Terminologies Excel Formulas and Functions Excel Charts and Charts Excel Shortcuts and Tricks and many more The language for beginners is very simple and the explanations are accompanied by lots of colored images to make the path fluid and understandable Even if you ve never used Excel before this book will walk you through the basics and if you ve used it before you ll get even more information This is a complete guide for those who are just getting started with Excel and want to understand all the little keyboard tricks and shortcuts In addition the book provides simple hotkeys and step by step instructions Don t waste any more time Dive in right away One more thing you also get free access to a GIFT at the end of this book that can help you work smarter and faster if you get this book Translator Johnn Bryan PUBLISHER TEKTIME

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Microsoft has added over a hundred new features and enhancements to Excel over the past years The tools outlined in this guide book are among those that offer some of the greatest opportunities to all levels of Excel users to improve their efficiency and proficiency Therefore as you gain access to these tools and others sure to follow be sure to consider how you

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calculations Utilize Essential Functions Become adept at using crucial built in Excel functions like SUM AVERAGE MAX MIN COUNT and COUNTA to quickly analyze and summarize your data Implement Logical Decision Making Learn to apply the IF function to introduce conditional logic into your spreadsheets automating decisions and outcomes based on specified criteria Organize and Manage Data Efficiently Discover techniques for sorting filtering and searching your data along with using features like Find and Replace and Freezing Panes to streamline your workflow Create Structured Tables Understand the benefits of formatting data as tables including automatic formatting simplified sorting and the use of structured references for improved data management Visualize Data with Charts Gain the ability to create and customize basic charts pie bar line to effectively represent your data visually and communicate insights Prepare and Share Your Work Learn how to set print areas adjust page orientation and export your Excel work to PDF ensuring your spreadsheets are ready for professional sharing and printing

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Keyboard Shortcut Keys is given in Appendix A This book is appropriate for Data Analysis Business Modeling and Accounting It also helps users who wish to understand the basics as well as advanced Excel Functions or improve their Excel skills Don t Wait any longer scroll up and hit the BUY BUTTON to get this book in your library **Byte by Byte: A Beginner's Guide to IT Literacy** Sharmistha Ghosh,Monali Sanyal, Dr. Suparna Dasgupta, Dr. Soumyabrata Saha, Soumya

Bhattacharyya,2025-04-12 This book serves as a comprehensive guide for beginners covering essential computer skills and programming fundamentals It introduces readers to the C programming language explaining key concepts such as data types control structures and functions Additionally the book provides step by step instructions on using Microsoft Word and PowerPoint making it an excellent resource for students and professionals looking to enhance their technical proficiency With a clear and structured approach this book bridges the gap between basic computer literacy and programming making it an ideal choice for learners who want to build a strong foundation in computing **Excel 2020 Explained** Aaron

Baddey,2020-10-18 EXCEL 2020 MASTERY GUIDE Are you are just starting out as an excel novice Are you an expert but looking for means to upgrade your skills in Excel Are you a business man or individual willing to learn excel from basic to advanced Are you looking for a step by step guide to learn the basic functions and formulas of Excel Do you want to learn the tips tricks and shortcuts that will make you more productive in excel If you belong to any of these categories or otherwise then this book is for you This Excel guide book Excel 2020 Explained is the most comprehensive guide for all your Excel 2020 needs Whether you use Excel at work or at home you will be guided step by step with graphic illustrations through the powerful new features and capabilities to take full advantage of what the updated version of excel offers This book will take you from basic Excel functions such as creating and editing worksheets to sharing and reviewing worksheets editing macros with Visual Basic It provides you with a broad scope of the most common Excel applications and functions including formatting worksheets setting up formulas cell referencing excel shortcuts excel tips and tricks excel graph and charts etc Also you will learn to use the updated functions which include The SUM functions The AVERAGE Function The MAX functions The MIN functions The TEXTJOIN FUNCTION The LEN Function The COUNT functions The TRIM function The XLOOKUP function The SORT functions The UNIQUE function CONCATENATE TODAY NOW CONCAT FORMULA IFS FORMULA MAXIFS FORMULA MINIFS FORMULA SWITCH FORMULA To access all of these and lots more click the Buy Now button *Microsoft Excel Function Reference* ,1992 This book gives information on how to get started on Microsoft Excel worksheet basics databases charts graphics printing and keyboard shortcuts *Excel Formulas for Absolute*

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VISUAL BASIC USER'S GUIDE MICROSOFT EXCEL VERSION 5.0 MICROSOFT CORPORATION, 1994 *The Complete Idiot's Guide to Microsoft Excel 97* Laura Maery Gold, Dan Post, 1996 Perfect for the new computer user Que takes a casual approach to guiding casual users through the process of starting up formatting and mastering the functions of their computer to create dynamic spreadsheets Master all Excel functions printing data lists charts and more Learn the newest release of Excel with this fun light hearted book full of tips tricks and advice **Field Guide to Microsoft Excel 5 for the Macintosh** Stephen L. Nelson, 1994 This handy command reference guide is perfect for new users users who want quick answers to quick questions and users of laptop computers It is a small task oriented book organized in easy to use easy to remember color coded sections with rich cross referencing for easy lookup

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