

# 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. [Define Name]
3. Select the "OK" button. [OK]

## 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. [Define Name]
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. [Create from Selection]
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. [Name Box]

## 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. [Use in Formula]

## 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." [Clear]
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. [OK]
5. To change a name, select it, click the "Edit" button, make changes, then click "OK." [OK]
6. To delete a name, select it, click the "Delete" button, then click "OK" to confirm. [OK]
7. Click the "Close" button. [Close]

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# Microsoft Excel Formulas Guide

**Stephen L. Nelson**

## **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 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

**Excel Formulas and Functions for Beginners 2021** John Shipman,2021-02-16 Do you wish to be an expert using Excel Formulas and Functions Then this book is the right choice This guide provides easy to follow references for Microsoft Excel formulas and functions Learn how to build and use Excel functions and features Scroll up and hit the BUY NOW WITH 1 CLICK button to get started

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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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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

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## **Table of Contents Microsoft Excel Formulas Guide**

1. Understanding the eBook Microsoft Excel Formulas Guide
  - The Rise of Digital Reading Microsoft Excel Formulas Guide
  - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Excel Formulas Guide
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Microsoft Excel Formulas Guide
  - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Excel Formulas Guide
  - Personalized Recommendations
  - Microsoft Excel Formulas Guide User Reviews and Ratings
  - Microsoft Excel Formulas Guide and Bestseller Lists
5. Accessing Microsoft Excel Formulas Guide Free and Paid eBooks
  - Microsoft Excel Formulas Guide Public Domain eBooks
  - Microsoft Excel Formulas Guide eBook Subscription Services
  - Microsoft Excel Formulas Guide Budget-Friendly Options
6. Navigating Microsoft Excel Formulas Guide eBook Formats

- ePub, PDF, MOBI, and More
- Microsoft Excel Formulas Guide Compatibility with Devices
- Microsoft Excel Formulas Guide Enhanced eBook Features

7. Enhancing Your Reading Experience

- Adjustable Fonts and Text Sizes of Microsoft Excel Formulas Guide
- Highlighting and Note-Taking Microsoft Excel Formulas Guide
- Interactive Elements Microsoft Excel Formulas Guide

8. Staying Engaged with Microsoft Excel Formulas Guide

- Joining Online Reading Communities
- Participating in Virtual Book Clubs
- Following Authors and Publishers Microsoft Excel Formulas Guide

9. Balancing eBooks and Physical Books Microsoft Excel Formulas Guide

- Benefits of a Digital Library
- Creating a Diverse Reading Collection Microsoft Excel Formulas Guide

10. Overcoming Reading Challenges

- Dealing with Digital Eye Strain
- Minimizing Distractions
- Managing Screen Time

11. Cultivating a Reading Routine Microsoft Excel Formulas Guide

- Setting Reading Goals Microsoft Excel Formulas Guide
- Carving Out Dedicated Reading Time

12. Sourcing Reliable Information of Microsoft Excel Formulas Guide

- Fact-Checking eBook Content of Microsoft Excel Formulas Guide
- Distinguishing Credible Sources

13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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