

# Excel® 2010 Functions & Formulas

## Glossary

Icon	Definition
	<b>Formula:</b> An equation in a cell that results in a new value.
	<b>Function:</b> Pre-built formula that performs an operation on values resulting in one or more values.
	<b>Argument:</b> The values used by a function. Can be another function (creating a nested function).
	<b>Constant:</b> An unchanging value.
	<b>Operator:</b> 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 Comparisons: = Equals, < Less than, > Greater than, <= Less than or equal to, >= Greater than or equal to, <> Does not equal
	<b>Reference:</b> 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 -8.1.  
8.1 = -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
1	Country	Shipment Cost	TOTALS
2	US	\$1,098.00	US Shipping
3	Canada	\$6,747.00	\$3,575.00
4	UK	2,473.00	
5	India	\$6,514.00	
6	Japan	\$6,632.00	
7	India	\$6,988.00	

CELL D4 = \$3,575.00 because  
=SUMIF(B2:B8, "US", C2:C8) finds all "US" cells in  
B2:B8 then sums their C2: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 position to be rounded is >= 5.  
e.g. =ROUND(3.4375, 2) rounds 3.4375 to 2 decimal places or 3.44.

=ROUND(-67.56234, -2) rounds -67.56234 to the nearest 100, or -70.00.

### 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(3.4375, 0.2) rounds 3.4375 up to the nearest multiple of 0.2 returning 4.  
=MROUND(-67.56234, -0.2) rounds -67.56234 up to the nearest multiple of -0.2 returning -67.5624.

### Only Rounded One Way

#### =ROUNDUP(number, number of digits)

Same as ROUND but always rounds up and away from 0. ROUNDOWN 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(9.1, 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 in words instead of numbers and letters. For example, the intention of the formula =AVERAGE(PurchasePrice) becomes clear when =AVERAGE(PurchasePrice) is used.

### Named 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. A1:D1, E2:D3), just "A", "B", "R1", or "T".
4. Restrict name length to 255 characters.
5. Names are not case sensitive.

### Creating a Named Range

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 cell it refers to.

1. To create a range name, select the cell(s) to name.
2. Choose FORMULAS, then
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 an = in REFS 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
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	YTD Sales	Q1-Q2	Q3-Q4
2	East	120	354
3	Central	210	344
4	West	866	429

Creates 7 named ranges. One for each column and row of data, plus a range called YTD Sales for B3:D3.

## Examples of Rounding Three-Digits

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 rounding is required to satisfy Marketing's desire for Canadian prices to always end in 50.

=CELL(B4) = B3\*C3 results in 19.551.

=CELL(B7) = ROUND(B3\*C3, 10) 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, 0.01) results in 19.99. 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	1.0100
4		
5	Canadian	Function
6	Prices	Round
7	19.551	ROUND
8	19.50	MROUND
9	20.00	CEILING
10	19.99	CEILING

# Microsoft Excel 2010 Basic Formula Cheat Sheet

**Mark Berenson, David Levine, Kathryn  
A Szabat, Timothy C Krehbiel**

## Microsoft Excel 2010 Basic Formula Cheat Sheet:

**Microsoft Excel 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)** Beezix Software Services, Inc, Beezix, Inc Staff, 2010-05-01 Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft Office Excel 2010. This guide is suitable as a training handout or simply an easy to use reference guide for any type of user. The following topics are covered: Creating Workbooks, Entering and Editing Data, Undo and Redo, Resizing Column Width and Row Height, Inserting and Deleting Rows, Columns and Cells, Clearing Cells, Clearing Formatting, Formatting Numbers and Cells, Aligning and Merging Cell Contents, Borders and Grids, Viewing the Worksheet as it will Print, Entering Dates, Entering Sequences, Entering Formulas, Cut, Copy, Paste, Drag, Excel 2010 Tables, PivotTables, Sorting, Advanced Charts, Functions, Formulas.

*Microsoft Excel 2010 Functions and Formulas Quick Reference Guide (4-Page Cheat Sheet Focusing on Examples and Context for Intermediate Users)* Beezix Software Services, Beezix, Inc Staff, 2011-04-15. Geared toward the intermediate to advanced user, this example rich 4 page laminated quick reference guide provides explanations and context for many powerful functions and formulas. Step by step instructions for many function formula related features. This guide is suitable as a training handout or simply an easy to use reference guide. The following topics include: Conditionally Summing Data, SUMIF, COUNTIF, Being Precise, Rounding functions, Improving Clarity with Range Names, Merging Text and Numbers, CONCATENATE, TEXT, LEFT, RIGHT, MID, LEN, FIND, VALUE, TRIM, SUBSTITUTE, Changing Results, IF, AND, OR, Table Lookups, VLOOKUP, HLOOKUP, INDEX, MATCH, Error Recovery, ISNA, ISERROR, Array Formulas, Single Cell, Excel 2010 Tables, PivotTables, Sorting, Advanced Charts, Functions, Formulas.

[Basic Business Statistics: Concepts and Applications](#) Mark Berenson, David Levine, Kathryn A Szabat, Timothy C Krehbiel, 2012-08-24. Student friendly stats Berenson's fresh conversational writing style and streamlined design helps students with their comprehension of the concepts and creates a thoroughly readable learning experience. Basic Business Statistics emphasises the use of statistics to analyse and interpret data and assumes that computer software is an integral part of this analysis. Berenson's real world business focus takes students beyond the pure theory by relating statistical concepts to functional areas of business with real people working in real business environments using statistics to tackle real business challenges.

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**MEET THE AUTHOR** Kimberly Hudson is a professional writer who lives and works in Massachusetts. Graduated from American University in Washington D.C. with a B.A. magna cum laude in International Studies. She spent a semester traveling

China After college she was a research assistant fundraiser and has won two national awards for online newsletters Facebook <http://www.facebook.com/profile.php?id=7403026> Twitter [KimberlyNHudson](#) Blog [www.thewestwaswritten.wordpress.com](http://www.thewestwaswritten.wordpress.com) EXCERPT FROM THE BOOK Like all software products Excel has gone through multiple versions with varying degrees of usefulness Below are two of the largest issues that can quickly wreck your Excel experience The takeaway is that if you are doing high function math with Excel only use the 2010 version 1 Vanishing Macro Coding From our earlier discussion of macros we learned that it is possible to write out sets of instructions that are repeated often so you only have to push one button Excel has had issues with making this time saving tool work especially in the 2007 version According to NotebookReview.com The macro recording errors that plagued Excel 2007 have been repaired In the old version including shapes or charts in your macro recording would leave the final file with huge function gaps or worse leave a blank recording altogether Definitely use Excel 2010 for a macro heavy Excel use Buy a copy to keep reading **Microsoft Office 2007 in Business** Joseph M. Manzo, Dee R. Piziak, Christine J. Rhoads, 2009 Microsoft Office is the industry standard in business software Learn how to make Office 2007 work for you As part of the In Business System Microsoft Office 2007 In Business Core is the only Office 2007 book that prepares students expressly for core business courses such as Accounting Economics Marketing Finance and Business Statistics by providing exposure to real business files that meet professional standards useful references that can be used in later courses an understanding of how to use the software as a tool to accomplish business goals and coverage of the core Office skills needed in business The second edition includes several new features that reinforce the primary mission of the series which is to illustrate how Microsoft Office is used to accomplish both personal and professional business objectives Microsoft Office skills are essential for anyone working in a business environment Whether you need Word skills for Marketing or Excel skills for Accounting Microsoft Office 2007 In Business Core ensures that you can meet your business goals [Excel 2010 Formulas](#) John Walkenbach, 2010-04-22 Take your Excel formulas to the next level with this updated reference John Walkenbach's name is synonymous with excellence in computer books that decipher complex technical topics Known as Mr Spreadsheet Walkenbach provides you with clear explanations on all the methods you can use to maximize the power of Excel with formulas within the frameworks of all the new features of Excel 2010 You'll learn how to create financial formulas maximize the power of array formulas develop custom worksheet functions with VBA debug formulas and much more This invaluable reference is fully updated for the new Microsoft Office release and provides comprehensive formulas coverage delivering more than 800 pages of Excel tips tricks and techniques you won't find anywhere else Demonstrates how to use all the new features of Excel 2010 to maximize your formulas Shows how to develop custom worksheet functions with VBA debug formulas create financial formulas and more Serves as an indispensable reference no matter your skill level Includes a valuable CD ROM with sample files templates and worksheets from the book plus John Walkenbach's award winning Power Utility Pak Prepare to excel with Excel when you have John

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