

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 operators. 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

[] 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)

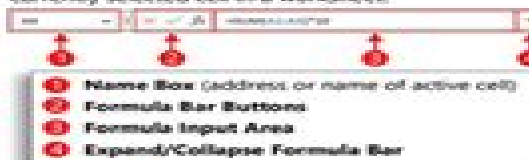
1. "Equal" Sign (starts every formula)
2. Function (Sum, Average, Min, Max, etc.)
3. Argument (Cell Range) (in parentheses)

Additional Symbolic Symbols:

- 1. Used to separate the first and last cells in a range
- 2. Used to separate items in a list. E.g. **A1:B3, C4:D5**
- 3. 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 H5 that adds cells "C5" through "G5" is copied and pasted into cell H6, it would add cells "C6" through "G6."

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:

- 1. Used to separate sheet name from cell reference
- 2. Used to denote an absolute value
- 3. Used to separate sheet names in ranged 3D formulas
- 4. Used to separate individual sheet/cell references from each other. E.g. **=SUM(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(Cos)** is clearer than **=AVERAGE(C512:C513)**.

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, 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.
3. Select which values to use as names ("Top row," "Left column," etc.) and click "OK."



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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www.teachucomp.com

info@teachucomp.com

877.925.8080

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the SEC Changes in healthcare and pension requirements Executive pay elements and contributing factors The difference between current and deferred compensation including statutory requirements Various performance measurements of the income statement the balance sheet and the cash flow statement that are used in incentive plan payouts The book also includes appendices of selected laws Internal Revenue Code sections IRS revenue rulings SEC actions accounting interpretations U S Supreme Court decisions selected books history of CPI DJIA NASDAQ S P 500 Averages and Social Security taxes as well as a glossary with more than 2 000 definitions The Complete Guide to Executive Compensation addresses a wide range of needs and readers Consultants and in house pay designers will find detailed examples supplemented with over 400 charts and tables to trigger their own creativity Boards of directors and compensation committees will benefit from the definitions and descriptions of various pay plans and the conditions under which they would be appropriate Executives will find valuable tools here to help them understand their own pay plans This is an essential resource for consultants legislators in house designers approvers shareholders executives and educators Whether you re an executive or a designer approver or administrator of executive pay plans this welcome fourth edition of the classic guide thoroughly reframes the picture of executive compensation for the modern age

Guide to the Search Department of the Patent Office Library Great Britain. Patent Office. Library,1913

Committee Meeting of Joint Committee on the Public Schools New Jersey. Legislature. Joint Committee on the Public Schools,2016

Base of the Pyramid Markets in Affluent Countries Stefan Gold,Marlen Gabriele Arnold,Judy N. Muthuri,Ximena Rueda,2021-05-30

The Frugal Innovation and Bottom of the Pyramid Markets series comprises four volumes covering theoretical perspectives themes and various aspects of interest across four key geographical regions where BOP markets are located South America Asia Africa and more engineered countries BOP always addresses the poorest people or socioeconomic order or groups within a country society region or continent thus this series contributes a profound understanding of BOP markets across the most important geographical areas around the world and presents valuable insights on how the private sector can work together with other stakeholders to develop and operationalize economically viable business models in BOP markets all the while contributing to sustainable development Private actors such as multinationals SMEs and entrepreneurs have a critical role to play in achieving the Sustainable Development Goals agenda as laid down by United Nations in September 2015 Yet BOP markets face unique challenges and the private sector alone cannot orchestrate sustainable value creation activities Each volume presents several theoretical strands that highlight the diverse approaches and solutions to developing BOP markets further Frugal reverse and inclusive innovations can foster sustainable development and provide new business models and value streams that other countries can also benefit from A variety of stylistic elements such as research work interviews and roundtable discussions offer a wide and vivid impression of ongoing challenges and fruitful solutions

Primary Care E-Book Terry Mahan Buttar,JoAnn Trybulski,Patricia Polgar-Bailey,Joanne Sandberg-Cook,2019-11-04 Primary Care E Book

War Department Education Manual ,1941 *Leininger's Transcultural Nursing: Concepts, Theories, Research & Practice, Fourth Edition* Marilyn R. McFarland,Hiba B. Wehbe-Alamah,2018-04-06 The Cornerstone Text on Transcultural Nursing Concepts Updated with the Latest Advances and Breakthroughs A Doody's Core Title for 2024 2021 Leininger's Transcultural Nursing Concepts Theories Research Practices Fourth Edition offers theoretical and practical guidance about the provision of client focused care by integrating cultural values beliefs and lifeways into an individualized plan of care This acclaimed resource presents a global comparative perspective about Western and non Western cultures and examines the potential future directions for transcultural nursing with insights into rural and urban cultures in the United States including the culture of homeless mothers and children The book covers important topics such as transcultural nursing research and healthcare in Kenya Southeast Asia Haiti Syria and Taiwan as well as translational research globalization conflict resolution mental health considerations Ayurvedic medicine genetics and genomics in healthcare integration of care and caring and an overview of transcultural history concepts and principles Reflecting the work of experts and scholars in the discipline the Fourth Edition includes twenty five new chapters There are also major updates to the Theory of Culture Care Diversity and Universality Ethnonursing Research Method Sunrise Enabler and other enablers SPECIAL FOR FACULTY Chapter PowerPoints available online at MHProfessional.com including learning objectives figures and chapter summaries to support classroom use *Field Materials Manual* ,2017 Journal of the Association of Official Analytical Chemists Association of Official Analytical Chemists,1985 *Review of WIC Food Packages* National Academies of Sciences, Engineering, and Medicine,Health and Medicine Division,Food and Nutrition Board,Committee to Review WIC Food Packages,2017-05-25 The Special Supplemental Nutrition Program for Women Infants and Children WIC began 40 years ago as a pilot program and has since grown to serve over 8 million pregnant women and mothers of and their infants and young children Today the program serves more than a quarter of the pregnant women and half of the infants in the United States at an annual cost of about 6.2 billion Through its contribution to the nutritional needs of pregnant breastfeeding and post partum women infants and children under 5 years of age this federally supported nutrition assistance program is integral to meeting national nutrition policy goals for a significant portion of the U.S. population To assure the continued success of the WIC Congress mandated that the Food and Nutrition Service of the U.S. Department of Agriculture USDA reevaluate the program's food packages every 10 years In 2014 the USDA asked the Institute of Medicine to undertake this reevaluation to ensure continued alignment with the goals of the Dietary Guidelines for Americans In this third report the committee provides its final analyses recommendations and the supporting rationale **Journal of American Indian Education** ,2019 *Power Farming in Australia and New Zealand Technical Manual* ,1983 **Research Results Digest** ,2015 **Lighting Design & Application** ,1981 **Moody's OTC Industrial Manual** ,1991 Companies traded over the counter or on regional conferences

The Top Books of the Year Office 2015 Formulas Guide The year 2023 has witnessed a noteworthy surge in literary brilliance, with numerous captivating novels captivating the hearts of readers worldwide. Lets delve into the realm of top-selling books, exploring the captivating narratives that have captivated audiences this year. Office 2015 Formulas Guide : Colleen Hoover's "It Ends with Us" This heartfelt tale of love, loss, and resilience has captivated readers with its raw and emotional exploration of domestic abuse. Hoover skillfully weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can succeed. Office 2015 Formulas Guide : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This spellbinding historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids captivating storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Office 2015 Formulas Guide : Delia Owens "Where the Crawdads Sing" This mesmerizing coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens spins a tale of resilience, survival, and the transformative power of nature, captivating readers with its evocative prose and mesmerizing setting. These top-selling novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of captivating stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a exceptional and thrilling novel that will keep you speculating until the very end. The novel is a warning tale about the dangers of obsession and the power of evil.

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Table of Contents Office 2015 Formulas Guide

1. Understanding the eBook Office 2015 Formulas Guide
 - The Rise of Digital Reading Office 2015 Formulas Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Office 2015 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 Office 2015 Formulas Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Office 2015 Formulas Guide
 - Personalized Recommendations
 - Office 2015 Formulas Guide User Reviews and Ratings
 - Office 2015 Formulas Guide and Bestseller Lists
5. Accessing Office 2015 Formulas Guide Free and Paid eBooks
 - Office 2015 Formulas Guide Public Domain eBooks
 - Office 2015 Formulas Guide eBook Subscription Services
 - Office 2015 Formulas Guide Budget-Friendly Options
6. Navigating Office 2015 Formulas Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Office 2015 Formulas Guide Compatibility with Devices
 - Office 2015 Formulas Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Office 2015 Formulas Guide
 - Highlighting and Note-Taking Office 2015 Formulas Guide
 - Interactive Elements Office 2015 Formulas Guide
8. Staying Engaged with Office 2015 Formulas Guide

- Joining Online Reading Communities
- Participating in Virtual Book Clubs
- Following Authors and Publishers Office 2015 Formulas Guide
- 9. Balancing eBooks and Physical Books Office 2015 Formulas Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Office 2015 Formulas Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Office 2015 Formulas Guide
 - Setting Reading Goals Office 2015 Formulas Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Office 2015 Formulas Guide
 - Fact-Checking eBook Content of Office 2015 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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