

# Excel® 2010 Functions & Formulas

## Glossary

- 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 | Shipment Cost |   | 105,643     |
| 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(2.4376, 2) rounds 2.4376 to 2 decimal places or 2.44  
=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, -2) rounds -67,562.34 up to the nearest multiple of -2.2 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(B7:B7) becomes clear when =AVERAGE(Purchases) 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, B2C3), 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 [Go To 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    |
|---|-----------|------|------|------|
| 2 | YTD Sales | Qtr1 | Qtr2 | Qtr3 |
| 3 | East      | 123  | 351  | 844  |
| 4 | Central   | 213  | 541  | 399  |
| 5 | West      | 888  | 429  | 512  |

Creates 7 named ranges. One for each column and row of data, plus a range called YTD Sales for B3:D54.

### 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(B6\*C3, 0) results in 19.60. Cell B6 is rounded to the nearest single decimal.

CELL B8: =MROUND(B6\*C3, 0.5) results in 19.50. Cell B6 is rounded to the nearest 50 cents.

CELL B9: =CEILING(B6\*C3, 0.5) results in 20.00. Cell B6 is rounded up to the nearest 50 cents.

CELL B10: =CEILING(B6\*C3, 0.5)-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 Prices       | 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

**Evan Berman, Xiaohu Wang**



## **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)* 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 **An Essential Guide to Business Statistics** Dawn A. Willoughby, 2015-05-26 An Essential Guide to Business Statistics offers a clear and concise introduction for business students studying statistics for the first time It helps them to become proficient in using statistical techniques and interpreting their results within a business content and will enable them to have a better understanding of customers decision making and planning for the future This is an ideal resource for undergraduate business students taking introductory modules in business statistics or quantitative methods Accompanying the text is a rich supporting website which contains additional teaching and learning materials including slides for each chapter tutorials in excel self test quizzes and student practice projects at varying difficulty levels

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*Excel 2010 All-in-One For Dummies* Greg Harvey, 2010-04-07 A comprehensive up to date user friendly guide to Excel 2010 Excel is the standard for spreadsheet applications and is used worldwide but it s not always user friendly That makes it a perfect For Dummies topic and this handy all in one guide covers all the essentials the new features how to analyze data with Excel and much more Eight minibooks address Excel basics worksheet design formulas and functions worksheet collaboration and review charts and graphics data management data analysis and Excel and VBA Excel is the leading spreadsheet data analysis software and is used throughout the world the newest revision includes upgraded tools and a redesigned interface For Dummies books are the bestselling guides to Excel with more than three million copies sold Excel 2010 All in One For Dummies covers the changes in the newest version as well as familiar tasks such as creating and editing worksheets setting up formulas and performing statistical functions Eight self contained minibooks cover the basics worksheet design formulas and functions worksheet collaboration presenting data in charts and graphics data management data analysis and creating macros with VBA Newcomers to Excel as well as veterans who just want to learn the latest version will find Excel 2010 All in One For Dummies has everything they need to know

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