

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, operations, 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. [Accept]
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. [Delete]
7. Click the "Close" button. [Close]

TeachUComp, Inc.



www.teachucomp.com

info@teachucomp.com

877.925.8060

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 in built 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 definite 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 timeThis 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 definite 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

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Excel Formulas and Functions 2020 Adam Ramirez,2020-06-21 Are you working on a project where you need to perform complex mathematical and financial operations Did you know you could use Excel to perform such calculations using the predefined functions and formulae Are you looking for a way to learn these functions better If you answered yes to any of the questions you have chosen the right book Microsoft Excel is an application that helps you save time and analyze data easily It has multiple predefined functions you can use to perform complex calculations and analysis and make your job easy A lot of people struggle to understand these functions for multiple reasons and therefore cannot use the application well Regardless of the industry you work in you must understand the use of these functions so you can improve your analysis and understanding of the data Use this book as your guide to understand different functions and formulae in Excel In this book you will learn about What Microsoft Excel is and its benefits The Formula Tab in Excel Types of Referencing Different functions in Excel Some tips and shortcuts To make it easy for you to learn these formulae there are several screenshots to guide you and make the functions easy for you If you want to learn more about how to use Excel click on the buy now button now and grab a copy of this book today

200+ Excel Formulas and Functions Prof. Michael McDonald,2023-05-23

Improve your daily work efficiency and productivity using Microsoft Excel KEY FEATURES Get familiar with some of the most useful basic and advanced features in Excel Discover important Excel functions that can quickly and easily perform calculations and analysis Get tips and tricks to become an expert in spreadsheets DESCRIPTION Microsoft Excel is one of the most significant and widely used tools in various professions and industries If you want to master Excel then this book is for you This book focuses on Excel formulas and functions that transform Excel from a simple spreadsheet into a dynamic and powerful analytics data source for business intelligence The book demonstrates the formulas and functions with examples big datasets and storytelling scenarios It explains how to use 200 Excel functions and formulas to create dynamic Excel dashboards filter relevant data and show informative and analyzed information The book also covers instructions on how to develop formulas by combining existing functions to obtain the necessary analysis After reading the book you will be well prepared to use Excel for personal and professional tasks ranging from analyzing data to making forecasts and organizing information WHAT YOU WILL LEARN Build complex data driven models using the lookup and reference functions Learn how to speed up tedious and time consuming tasks with the user defined functions in Excel Use a wide range of financial functions to perform complex financial calculations Analyze data and perform various statistical calculations using the statistical functions Explore and work with different mathematical functions in Excel WHO THIS BOOK IS FOR This book is

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The Step-By-Step Guide to the 25 Most Common Microsoft Excel

Formulas and Features C J. BENTON,2015-08-24 Learn the 25 most common Microsoft r Excel r Formulas Features quickly and easily with this detailed step by step guide This book offers easy to follow examples with screenshots demonstrating how to use the 25 most common basic and intermediate Microsoft r Excel r formulas features The book is organized into 5 step by step sections allowing you to grow your knowledge of Excel r at your own pace Excel v2016 is now available with 5 bonus formulas included Part 1 Excel r Formula Fundamentals SUM SUBTRACTION MULTIPLICATION DIVISION AVERAGE MIN MAX TODAY NETWORKDAYS SUMIF Part 2 Introduction to Pivot Tables How to create a basic Pivot Table Formatting Pivot Table results Inserting Pivot Charts Part 3 Excel r Features Data Sorting Formula Trace Text To Columns Conditional Formatting Filtering Part 4 Text Functions LEN TRIM CONCATENATE MID PROPER UPPER LOWER Part 5 Logic Lookup Formulas IF Nested IF VLOOKUP Imagine the time you ll save by not having to search the internet or help files to learn the most practical ways of using of Microsoft r Excel r Book 1 in The Microsoft Excel Step By Step Training Guide Series Book 1 The Step By Step Guide To The 25 Most Common Microsoft Excel Formulas Features Book 2 The Step By Step Guide To Pivot Tables Introduction To Dashboards Book 3 The Step By Step Guide To The VLOOKUP formula in Microsoft Excel Book 4 The Microsoft Excel Step By Step Training Guide Book Bundle

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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 [Excel 2020 Explained](#) Aaron Baddey,2020-10-18

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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 [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 Beginners](#) Janet B George,2025-05-29

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Head First Excel Michael Milton, 2010-03-18 A brain friendly guide to Excel

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

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Decoding **Microsoft Excel Formulas Guide**: Revealing the Captivating Potential of Verbal Expression

In a period characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its capability to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "**Microsoft Excel Formulas Guide**," a mesmerizing literary creation penned with a celebrated wordsmith, readers embark on an enlightening odyssey, unraveling the intricate significance of language and its enduring affect on our lives. In this appraisal, we shall explore the book's central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

<https://crm.allthingsbusiness.co.uk/data/browse/index.jsp/Sight%20Words%20List%20Sat%20Practice%20Compare.pdf>

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