

Excel® 2010 Functions & Formulas

Glossary

Icon	Definition
	Formula: An equation in a cell that results in a new value.
	Function: Pre-built formula that performs an operation on values resulting in one or more values.
	Argument: The values used by a function. Can be another function (creating a nested function).
	Constant: An unchanging value.
	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 Comparisons: = Equals, < Less than, > Greater than, <= Less than or equal to, >= Greater than or equal to, <> Does not equal
	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 -8.1.
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.
=ROUND(67.56234, -2) rounds 67.56234 to the nearest 100, or 70.

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:D2, E2:D3), just "A", "C", "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	844
3	Central	210	344	399
4	West	860	429	342

Creates 7 named ranges. One for each column and row of data, plus a range called YTDSales for \$844-\$D4.

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 19.50. 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	19.50	CEILING

Microsoft Excel 2010 Basic Formula Cheat Sheet

**Joseph M. Manzo, Dee R.
Piziak, Christine J. Rhoads**

Microsoft Excel 2010 Basic Formula Cheat Sheet:

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Beezix Software Services, 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.

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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 KimberlyNHudsonBlog.wordpress.com

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Table of Contents Microsoft Excel 2010 Basic Formula Cheat Sheet

1. Understanding the eBook Microsoft Excel 2010 Basic Formula Cheat Sheet
 - The Rise of Digital Reading Microsoft Excel 2010 Basic Formula Cheat Sheet
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Excel 2010 Basic Formula Cheat Sheet
 - 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 2010 Basic Formula Cheat Sheet
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Excel 2010 Basic Formula Cheat Sheet
 - Personalized Recommendations
 - Microsoft Excel 2010 Basic Formula Cheat Sheet User Reviews and Ratings
 - Microsoft Excel 2010 Basic Formula Cheat Sheet and Bestseller Lists

5. Accessing Microsoft Excel 2010 Basic Formula Cheat Sheet Free and Paid eBooks
 - Microsoft Excel 2010 Basic Formula Cheat Sheet Public Domain eBooks
 - Microsoft Excel 2010 Basic Formula Cheat Sheet eBook Subscription Services
 - Microsoft Excel 2010 Basic Formula Cheat Sheet Budget-Friendly Options
6. Navigating Microsoft Excel 2010 Basic Formula Cheat Sheet eBook Formats
 - ePUB, PDF, MOBI, and More
 - Microsoft Excel 2010 Basic Formula Cheat Sheet Compatibility with Devices
 - Microsoft Excel 2010 Basic Formula Cheat Sheet Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Excel 2010 Basic Formula Cheat Sheet
 - Highlighting and Note-Taking Microsoft Excel 2010 Basic Formula Cheat Sheet
 - Interactive Elements Microsoft Excel 2010 Basic Formula Cheat Sheet
8. Staying Engaged with Microsoft Excel 2010 Basic Formula Cheat Sheet
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Excel 2010 Basic Formula Cheat Sheet
9. Balancing eBooks and Physical Books Microsoft Excel 2010 Basic Formula Cheat Sheet
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Excel 2010 Basic Formula Cheat Sheet
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Microsoft Excel 2010 Basic Formula Cheat Sheet
 - Setting Reading Goals Microsoft Excel 2010 Basic Formula Cheat Sheet
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Microsoft Excel 2010 Basic Formula Cheat Sheet
 - Fact-Checking eBook Content of Microsoft Excel 2010 Basic Formula Cheat Sheet
 - 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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