

Excel® 2010 Functions & Formulas

Glossary

- 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
 Comparison: = 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 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		105.615
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, -0.2) rounds -67,562.34 up to the nearest multiple of -0.2 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(15.1, -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(B3:B7) becomes clear when =AVERAGE(PurchasePrice) 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 [Go To 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
1	YTD Sales	Qtr1	Qtr2	Qtr3
2	East	123	551	844
3	Central	213	541	779
4	West	888	429	512

Creates 7 named ranges. One for each column and row of data, plus a range called **YTD Sales** for B3:D4.

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(B3*C3, 0.5) results in 20.00. Cell B6 is rounded up to the nearest 50 cents.

CELL B10: =CEILING(B3*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	

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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 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 **Excel Data Analysis For Dummies** Stephen L. Nelson, E. C. Nelson, 2014-04-14 Harness the power of Excel to discover what your numbers are hiding Excel Data Analysis For Dummies 2nd Edition is the ultimate guide to getting the most out of your data Veteran Dummies author Stephen L Nelson guides you through the basic and not so basic features of Excel to help you discover the gems hidden in your rough data From input to analysis to visualization the book walks you through the steps that lead to superior data analysis Excel is the number one spreadsheet application with ever expanding capabilities If you're only using it to balance the books you're missing out on a host of functions that can benefit your business or personal finances by uncovering trends and other important information hidden within the numbers Excel Data Analysis For Dummies 2nd Edition eliminates the need for advanced statistics or analysis courses by allowing you to harness the full power of Excel to do the heavy lifting for you This 2nd Edition is fully updated to include information about Excel's latest features making it a your go to Excel guide for data analysis Topics include Working with external databases PivotTables and PivotCharts Using Excel for statistical and financial functions Solver Small Business Finance Manager and more The book also includes a guide to chart types and formatting and advice on effective visual data presentation You already have the data so you might as well get something great out of it Excel Data Analysis For Dummies 2nd Edition is the key to discovering what your numbers are

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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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 Mail Mer Linking Data in Office Documents Creating Presentation Content from Office Documents MARKET For
 professionals seeking to learn and understand Microsoft Office 2007 **Metaphor Studies: Theories, Methods,
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 studied as a linguistic conceptual and communicative phenomenon in a wide range of disciplines including linguistics literary
 studies philosophy education political science media studies communication science psychology and neurosciences While the
 Cognitive Theory of Metaphor has dominated the field since the cognitive turn in the 1980s alternatives have been proposed
 including the Neural Theory of Metaphor the Relevance Theory Approach the Complex Systems Approach and the Dynamic
 Systems Approach Though studies are still often text based there is a growing body of research on visual metaphor
 multimodal metaphor and gestural metaphor as well as experimental research ranging from studies on metaphor processing
 and comprehension to studies in NLP and machine learning Metaphor Studies is thus a highly interdisciplinary field that
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 their own research areas and provide in depth views within the scope of their own disciplines Metaphor Studies do not seem
 to escape this phenomenon in spite of the large number of disciplines they draw on ranging from linguistics to psychology to

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