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 operator,
  , (comma) Union operator,
  (space) Intersection operator.

Conditionally Summing/Counting 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 -8.2
B1:B5 = 1, -2, 3.4, -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	Shipping Cost		TOTALS
2	US	$1,098.00		US shipping
3	Canada	$1,674.00		$3,575.00
4	US	$1,477.00		
5	India	$1,618.00		
6	Japan	$1,552.00		
7	India	$1,980.00		

C11: 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, Excel may display 5.12 due to formatting for two decimal places, but the number actually stored in the cell and used in calculations could be 5.1242813.

Round Up or Down to a Multiple

=ROUND(number, number of digits)

Rounds to nearest integer, decimal place or multiple. 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.
e.g. =ROUND(3.4378, 2) rounds 3.4378 to 2 decimal places or 3.44.
=ROUND(67962.38, -2) rounds 67,962.38 to the nearest 100, or 67,900.

=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 (3.4378, 2) rounds 3.4378 up to the nearest multiple of 2 returning 4.
=MROUND(-67962.38, -0.2) rounds -67,962.38 up to the nearest multiple of -0.2 returning -67,962.4.

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(-9.5, 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. Functions are more understandable if references are descriptive. For example, the intention of =AVERAGE(SalesPrice) is clearer than =AVERAGE(B2:B7).

Name Rules

1. Start with 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, R2C3), just "C", "c", "R", or "r".
4. Maximum 255 characters.
5. Names are not case sensitive.

Creating a Name

1. Select the cell(s) to name.
2. Choose FORMULAS, then [Define Name] or [Ctrl+F3] in the Name Box.

The Name Box shows the active cell address or, if defined, the range name.

3. Type a name for the range and press <Enter>.

Limiting the Scope of a Name

Use scope to limit the worksheet(s) within which the name is valid allowing the same name to be used on different worksheets. To limit the scope to a single worksheet:

1. Choose FORMULAS, then [Define Name].
2. Fill in details. Specify SCOPE, then [Click] OK.

The cells referred to can be in a different worksheet than the scope.

Defining a Constant or Formula for a Name

1. Choose FORMULAS, [Define Name].
2. Type the NAME, SCOPE, and optionally COMMENT.
3. In REFERS TO, type the constant or formula (preceded by =). [Click] OK.

Creating Several Names at Once

Row or column labels 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, another LEFT COLUMN. [Click] OK.

For example:

	A	B	C	D
1	Widgets Sold		April	May
2	Bolt	123	345	888
3	Cardboard	213	543	200
4	Wood	888	400	567

Creates 7 named ranges. One for each column and row of data, plus a range called Widgets for $B$2:$D$4.

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: =B1*C3 results in 19.551.

CELL B7: =ROUND(B6,1) results in 19.60. Cell B6 is rounded to the nearest single decimal.

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

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

CELL B10: =CEILING(B6,0.5)-0.01 results in 19.99. One penny is subtracted from the result. This is the price selected by Marketing.

	A	B	C
1		US Price:	Ex Rate:
2		19.10	1.0188
3			
4		Canadian Prices	Function Used
5		19.551	
6		19.60	ROUND
7		19.50	MROUND
8		20.00	CEILING
9		19.99	CEILING

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Microsoft Excel 2010 Reference Guide

Robert G. Mortimer

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