Excel® 2010 Functions & Formulas

Clossary



Formula: An equation in a call that results in a mente vinicate.

Function: Pre-built formula that performs on operation on values resulting in one or micros validant.

Argument: The values used by a function. Can. be another function (creating a eventual function ().

Constant: An unchanging value

Operator: Symbol specifying a calculation to perform. The order of precedence for

> Asithmetic: - Negative, % Percent, A Exponentiation.

> * and / Multiplication and division. + and - Addition and subtraction

Comparison: a Equals, of Less than, > Greater than, <w Less than or equalto, see Greater than or equal tru.

eco- Dioles mos eigual

Beference: A cell, range of cells, or a name that represents a value or cell(s). The order of precedence for references in:

> : (colon) Range _ (space) Intersection . (comma) Union

Conditionally Summing Data

The traditional Sum() and Count() functions can be extended with SUMIFO and COUNTIFO to only sum or count data that match certain criteria.

-SUMIF(range, criteria, sum_range)

-COUNTIF(rampe, criteria):

Sums or counts only numbers in yange that mands aniseria. Optional sum_range allows cells summed to: be in a different range than calls matching criteria. e.g. = SUMIR(81-85, "<0") results in -8 if 81-85 = 1, -2, 3,-6, 10.

Examples of Summing Selected Data

A toy manufacturer, Happy Toys, uses SUMIF to track worldwide shipment costs by country

1	A B.		0
	Country	Shipping, Cost	TOUALS
31	6,7%	1,098.00	US shipping
	Carneda	3,674.00	\$3,571.00
76	6.0%	2,473.00	
66	brodia	8,674.00	
2	Japan	10,632.00	
	Irredia.	81,980-00	

CELL D4 = \$3.571.00 because «SUMIFES 88, "US", CR CR) finds all "US" cells in 83 88 then sums their CR CR counterparts.

Being Precise (Rounding)

Use Escel's 12 rounding functions when cells display. slightly different values than what is actually stored. For example, ROUND reduces the confusion when Excelsums a column of numbers with decimals to a different. total than if you summed them manually.

Round Up or Down to a Multiple

-ROUNDinumber, number of digits)

Rounds to neavest integer, decinal 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 near est integer

Postave - round to decreal places.

Negative - round to multiplies of ten. Rounds up if the portion to be rounded is to 5.

e.q. =800N0(3.4376,2) rounds 3.4376 to 2 decimal. phases or 3.44.

=ROUND(67,567.34, -2) rounds 67,562.34 to the meanest 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 insuftiple. Also rounds up and away from 0 if registive, producing a larger negative.

A positive number must have a positive multiple and a regetive number a regetive multiple.

e.g. =MROUND (3:4376, 2) rounds 3:4376 up to the represent englished of Treatments 4.

=MROUND (-67,562.34, -0.2) rounds -67,563.34 up to the recent 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 O. ROUNDOOWN 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. OBILING(10.1), 20 = 1.2

OBILING(-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 FDOOR but always rounds down

~EWENOnumber)

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.

- 4 MT (muumb air)

Bounds number down to the reserved integer.

Improving Clarity with Range Names

Use range names to help understand and manage cell. selecences within a function. Functions are much easier to understand if their seferences display as words. instead of numbers and letters. For example, the interition of the formula wAVERASE(BJ:87) becomes clear when =AVERAGE(RunchassePrice) is used.

Married Frades.

- 1. First character of a cell name must be a letter. umdersoone or backshalts
- 2. Remaining characters must be alphanument, a period or an underscore.
- Do not use: spaces, cell references (e.g. A100), 82(3), just "C", "c", "R", or "r".
- 4. Restrict name length to 255 characters.
- Marriers are not case sensitive.

Creativos a Marne

Simple names can be created via the worksheet's Name. Box. Otherwise, the FORMULAS, DERINE NAME method. is problet ed.

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:

- To create a range name select the cell(x) to name.
- 2. Choose FORMULAS, then Colletine time
- 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 a in REFERS TO.

The Name Sociahows the active celladdress or, if defined, the range name. Best



Creating Several Names at Once

Labels for cows or columns of essisting data can be used. to oreate named ranges. Labels can be above, below, left or right of the data.

- 1. Select existing data and the labels.
- 2. Choose FORMULAS, then IIII Destr from Sentran
- 3. Specify which part of the selection to use as names. aug. Top Row and/or Left Column. (Click) OK.

For exceenable:

	1.00		- 6	- 10
1	WTOSeles	GMS.	CONCE	COS N
31	Cost	120	101	8944
1	Central	210	501	300
4	Millered .	3000	401	500.0

Creates 7 named ranges. One for each column and row of data, plus a range called YTDSales for \$8\$3,50\$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 and in 99.

CEUL B-6: -- B3 * C3 results in 19.551.

CEUL 87: -- ROUND(83 *C3, 10 results in 19,60. Cell 86 is sounded to the meanest single decimal.

CELL Bit: -MROUNDOW COLOS) results in 19.50; Cell Bit is rounded to the meanest 50 cents.

CELL 95: -CELMG(B3*CIVD.5) results in 20:00. Cell 96 is rounded up to the medicinal SD centra.

CELL B10: ~CELLWG(B3^C3L0.5)-0:01 results in 19:59. One penny is subtracted from cell 89. This is the price selected by Marketing.

100		C .
2	US Price:	Ex Rate:
36	19.19	1.0188
4		
	Canadian	Function
5-	Prices	Listed
6	19/553	
7	19.60	ROUND
8	19.50	MISCUSSO
9	20.00	CERLING
101	19.99	CEILING

Microsoft Excel 2010 Basic Formula Cheat Sheet

Camilla Rothe

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