

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, operators, and functions to perform calculations. They always start with an equal sign (=) and can include various elements such as numbers, text, cell references, and operators. 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

[] 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)

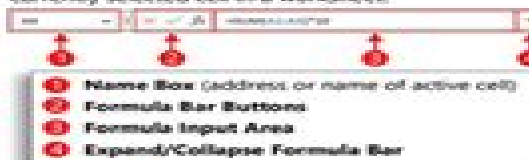
- 1 "Equal" Sign (starts every formula)
- 2 Function (Sum, Average, Min, Max, etc.)
- 3 Argument (Cell Range) (in parentheses)

Additional Symbolic Notation:

- 1 Used to separate the first and last cells in a range
- 2 Used to separate items in a list. E.g. **A1:B3, C4:D5**
- 3 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 H5 that adds cells "C5" through "G5" is copied and pasted into cell H6, it would add cells "C6" through "G6."

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:

- 1 Used to separate sheet name from cell reference
- 2 Used to denote an absolute value
- 3 Used to separate sheet names in ranged 3D formulas
- 4 Used to separate individual sheet/cell references from each other. E.g. **=SUM(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(Cos)** is clearer than **=AVERAGE(C512:C5612)**.

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, type a name, and click the "OK" button.

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.
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.
3. Select which values to use as names ("Top row," "Left column," etc.) and click "OK."



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.

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.

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."
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.
5. To change a name, select it, click the "Edit" button, make changes, then click "OK."
6. To delete a name, select it, click the "Delete" button, then click "OK" to confirm.
7. Click the "Close" button.

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Excel 2015 Reference Guide

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SolidWorks 2015 Reference Guide David Planchard, 2014-11-02 The SolidWorks 2015 Reference Guide is a comprehensive reference book written to assist the beginner to intermediate user of SolidWorks 2015. SolidWorks is an immense software package and no one book can cover all topics for all users. This book provides a centralized reference location to address many of the tools, features, and techniques of SolidWorks 2015. This book covers the following: System and Document properties, FeatureManagers, PropertyManagers, ConfigurationManagers, RenderManagers, 2D and 3D Sketch tools, Sketch entities, 3D Feature tools, Motion Study, Sheet Metal, Motion Study, SolidWorks Simulation, PhotoView 360, Pack and Go, 3D PDFs, Intelligent Modeling techniques, 3D printing terminology, and more. Chapter 1 provides a basic overview of the concepts and terminology used throughout this book using SolidWorks 2015 software. If you are completely new to SolidWorks, you should read Chapter 1 in detail and complete Lesson 1, Lesson 2, and Lesson 3 in the SolidWorks Tutorials. If you are familiar with an earlier release of SolidWorks, you still might want to skim Chapter 1 to become acquainted with some of the commands, menus, and features that you have not used or you can simply jump to any section in any chapter. Each chapter provides detailed PropertyManager information on key topics with individual stand-alone short tutorials to reinforce and demonstrate the functionality and ease of the SolidWorks tool or feature. The book provides access to over 240 models, their solutions, and additional support materials. Learn by doing, not just by reading. Formulate the skills to create, modify, and edit sketches and solid features. Learn the techniques to reuse features, parts, and assemblies through symmetry, patterns, copied components, design tables, configurations, and more. The book is designed to compliment the Online Tutorials and Online Help contained in SolidWorks 2015. The goal is to illustrate how multiple design situations and systematic steps combine to produce successful designs. The author developed the tutorials by combining his own industry experience with the knowledge of engineers, department managers, professors, vendors, and manufacturers. He is directly involved with SolidWorks every day, and his responsibilities go far beyond the creation of just a 3D model.

Business Analytics Stephen G. Powell, Kenneth R. Baker, 2019-02

People Analytics Pratyush Banerjee, Jatin Pandey, Manish Gupta, 2025-07-28 This book addresses the topic of people analytics, focusing especially on demystifying analytics for managers from both statistical and computing points of view. It presents the evolution and the importance of people analytics in today's workforce management and highlights the motivation for studying business analytics. It shows the different levels of analytic maturity and discusses real-world success stories of business analytics in action through case studies. The volume provides the readers with a step-by-step guide to analyze data and interpret the results for strategy formulation. Each chapter of the book includes a vignette, data-driven exercises provided in a companion website, and real-world case studies. The authors also introduce the readers to data visualization software, Microsoft Power BI, as well as elaborate on how to use Tableau Desktop. This book would be useful to the students of human resource management, organizational behaviour, marketing management, business research,

methods applied psychology social work and sociology It would also serve as very good handbook for practicing business executives helping them to implement data analytics for effective decision making in all kinds of business situations around the world

Invasive Species Andrew P. Robinson,Terry Walshe,Mark A. Burgman,Mike Nunn,2017-06-08 With climate change and increasing globalisation of trade and travel the risks presented by invasive pests and pathogens to natural environments agriculture and economies have never been greater and are only increasing with time Governments world wide are responding to these increased threats by strengthening quarantine and biosecurity This book presents a comprehensive review of risk based techniques that help policy makers and regulators protect national interests from invasive pests and pathogens before at and inside national borders Selected from the research corpus of the Centre of Excellence for Biosecurity Risk Analysis at the University of Melbourne this book provides solutions that reflect scientific rigour coupled with practical hands on applications Focusing on surveillance stochastic modelling intelligence gathering decision making and risk communication the contents combine the strengths of risk analysts mathematicians economists biologists and statisticians The book presents tested scientific solutions to the greatest challenges faced by quarantine and biosecurity policy makers and regulators today

Modeling Innovation Sustainability and Technologies Albertina Dias,Bror Salmelin,David Pereira,Miguel Sales Dias,2018-02-01 This book gathers a diverse range of novel research on modeling innovation policies for sustainable economic development based on a selection of papers from a conference on modeling innovation systems and technologies MIST It aims at encouraging interdisciplinary and comparative approaches bringing together researchers and professionals interested in sustainable economic technological development and open innovation as well as their dissemination and practical application The respective contributions explore a variety of topics and cases including regional innovation policy the effects of open innovation on firms innovation and sustainability in tourism and the use of information and communication technologies All chapters share a strong focus on new research and innovation methodologies in keeping with the Experimentation and Application Research EAR and Open Innovation 2 0 principles

Medical-Surgical Nursing - E-Book Donna D. Ignatavicius,M. Linda Workman,Cherie R. Rebar,Nicole M. Heimgartner,2020-10-01 Master the essential medical surgical nursing content you ll need for success on the Next Generation NCLEX Exam NGN and safe clinical practice Medical Surgical Nursing Concepts for Interprofessional Collaborative Care 10th Edition uses a conceptual approach to provide adult health knowledge and help you develop the clinical nursing judgment skills that today s medical surgical nurses need to deliver safe effective care Iggy emphasizes three emerging trends in nursing interprofessional collaborative care concept based learning and clinical judgment and systems thinking trends that will ground you in how to think like a nurse and how to apply your knowledge in the classroom simulation laboratory and clinical settings A perennial bestseller Iggy also features NCLEX Exam style Challenge and Mastery questions to prepare you for success on the NGN Consistent use of interprofessional terminology promotes

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ITU and the TM Forum have provided reference solutions that are broadly recognized and used throughout the value chain of the telecommunications industry and which can be considered the de facto standard. The book describes how these reference solutions can be used in a practical context; it presents the latest insights into their development, highlights lessons learned from numerous international projects, and combines them with well-founded research results in enterprise architecture management and reference modeling. The complete architectural transformation is explained from the planning and set-up stage to the implementation. Featuring a wealth of examples and illustrations, the book offers a valuable resource for telecommunication professionals, enterprise architects, and project managers alike.

Investment Adviser's Legal and Compliance Guide Terrance J. O'Malley, John H. Walsh, 2013-01-01. Investment Adviser's Legal and Compliance Guide, Second Edition, is an invaluable guide written to assist attorneys and investment advisers in both drafting their compliance policies and procedures and reviewing them annually. In addition, the book serves as a practical tool for experienced attorneys and compliance officers for fulfilling their changing responsibilities under new rules adopted under the Investment Advisers Act of 1940, as well as new staff interpretations and guidance. For the Second Edition, the original author, Terrance J. O'Malley, is joined by John H. Walsh. While both authors are seasoned practitioners and acknowledged experts in the area of investment adviser compliance matters, Mr. Walsh's years of experience, including at the SEC, are reflected in the enhanced practical discussion of relevant legal and compliance issues, including increased numbers of compliance tips, enforcement and regulatory alerts, and compliance tools. Investment Adviser's Legal and Compliance Guide, Second Edition, covers in detail such topics as filings and amendments that an adviser must make to maintain its SEC registration; major rules and requirements dealing with marketing and attracting new clients; issues arising in connection with the management of private funds; the SEC's examination process; new clients and the management of client accounts. The book also covers requirements relating to the adviser's obligation to its customers, including preventing insider trading and other trading abuses, as well as an adviser's recordkeeping, which is a major factor in meeting the requirements of the Investment Advisers Act. In addition, Investment Adviser's Legal and Compliance Guide, Second Edition, provides registered investment advisers and their legal counsel with a comprehensive review of their compliance responsibilities that arise under the Investment Advisers Act.

[Quick Start Reference Guide for MicroStrategy 9.5](#) MicroStrategy Product Manuals, MicroStrategy, 2015-02-01. The Quick Start Reference Guide provides an overview of the installation and evaluation process and additional resources.

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