

Excel® 2010 Functions & Formulas

Glossary

- 1** Formula: An equation in a cell that results in a new value.
- 2** Function: Pre-built formula that performs an operation on values resulting in one or more values.
- 3** Argument: The values used by a function. Can be another function (creating a nested function).
- 4** Constant: An unchanging value.
- 5** 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
- 6** 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		100,000
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, -2) rounds -67,562.34 up to the nearest multiple of -2.2 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(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 as words instead of numbers and letters. For example, the intention of the formula =AVERAGE(B7: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 Define 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 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
2	YTD Sales	Qtr1	Qtr2	Qtr3
3	East	123	551	844
4	Central	213	541	779
5	West	888	429	512

Creates 7 named ranges. One for each column and row of data, plus a range called YTD Sales for B3:D54.

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

CELL B10: =CEILING(B6*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 Price:		Ex Rate:
3	19.19		1.0188
4			
5	Canadian		
6	Prices		
7	19.551		
8	19.60		ROUND
9	19.50		MROUND
10	20.00		CEILING
11	19.99		

Microsoft Excel 2010 Basic Formula Cheat Sheet

Anthony Smith, Tony Smith



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course will assist you in mastering the fundamentals of Excel Because of its powerful computational capabilities Excel is generally used to create financial documents Accounting offices and teams frequently utilise the program because it allows accountants to see sums averages and totals immediately They can quickly make sense of their company s data using Excel While Excel is best recognised as an accounting program professionals in any sector including science researchers can benefit from its capabilities and formulae because it can track any type of data It eliminates the need to count cells or copy and paste performance figures for hours Excel usually provides a shortcut or quick workaround to fasten the process *The Lawyer's Guide to Microsoft Excel 2007* John C. Tredennick,2009 Designed as a hands on manual for beginners as well as longtime spreadsheet users the reader will learn how to build spreadsheets from scratch use them to analyze issues and to create graphics presentation Key lessons include Spreadsheets 101 how to get started for beginners Advanced Spreadsheets how to use formulas to calculate values for settlement offers and damages business deals Simple Graphics and Charts how to make sophisticated charts for the court or to impress your clients and sorting and filtering data and more *Microsoft Excel 2010 Level 2 (English version)* AMC College, This manual will show you how to use the additional tools and functions of Microsoft Excel 2010 Program for organizing visualizing and calculating your data it also assist you to explore how Excel s new data analysis tools help you track and visualize your data for greater insight and presentation *An Essential Guide to Business Statistics* Dawn A. Willoughby,2015-05-26 An Essential Guide to Business Statistics offers a clear and concise introduction for business students studying statistics for the first time It helps them to become proficient in using statistical techniques and interpreting their results within a business content and will enable them to have a better understanding of customers decision making and planning for the future This is an ideal resource for undergraduate business students taking introductory modules in business statistics or quantitative methods Accompanying the text is a rich supporting website which contains additional teaching and learning materials including slides for each chapter tutorials in excel self test quizzes and student practice projects at varying difficulty levels **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 *SharePoint 2013 User's Guide* Anthony Smith,Tony Smith,2013-06-11 Provides an examination of the next generation of Microsoft SharePoint technologies explaining how to use the technologies to extend the information sharing and collaboration capabilities to develop enterprise information management sharing and collaboration solutions **Excel VBA 24-Hour Trainer** Tom Urtis,2013-07-15

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