

# 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)**

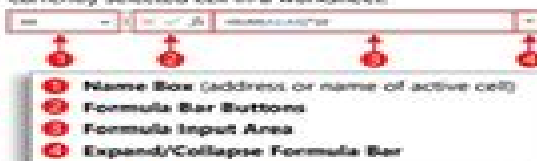
- 1 "Equal" Sign (starts every formula)
- 2 Function (Sum, Average, Min, Max, etc.)
- 3 Argument (Cell Range) (in parentheses)

##### Additional Syntax Symbols:

- 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(C5:C12)**.

#### 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."



#### 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 Formula Guide

**Ken Bluttman**



## **Excel Formula Guide:**

**Excel Formulas and Functions : the Complete Excel Guide for Beginners** Harjit Suman,2019-10-12 Excel is one of the most used Microsoft Office packages in the workplace It is part of our daily lives however most people do not know its full capabilities If you truly want to get the most out of Excel then you need to master Excel formulas and functions There are over 400 in built functions in Excel but how do you know which ones to use in your worksheets Well Excel Formulas and Functions The Complete Excel Guide For Beginners will explain the best Excel functions to use in your worksheets as well as how to construct the formulas This definite Excel formulas and functions book includes A step by step guide on how to construct a simple Excel formula Tips on how to create more efficient formulas How the order of operator precedence in Excel Formulas work How to check formulas in your worksheets How to use the Excel Insert Function Formula Builder to make formulas easier to write How to copy formulas down columns and across rows using the Excel Autofill function How relative absolute and mixed cell references are used to construct formulas How to create summing and counting formulas using Excel functions such as SUMIF SUMIFS COUNTIF COUNTIFS COUNTBLANK How to create logical formulas using the IF OR AND functions How to create lookup formulas using Excel functions such as VLOOKUP HLOOKUP and combining the INDEX and MATCH functions together to create powerful lookups How to create text formulas by using Excel functions such as LEFT RIGHT MID CONCATENATE to manipulate text in your worksheets Great Excel hints and tips to help you become more efficient and save time This book comes with real life examples of why you would create Excel formulas in your worksheets You will learn How to sum values and count cells based on certain criteria Count only non blank cells in a range Count only numbers in a range Extract the maximum and minimum values from a range of numbers How to assign bonuses for Sales people if they have hit their sales targets How to extract product details from a product table How to assign grades to a list of students How to manipulate text by extracting certain characters from a text string Have you ever seen the curly brackets in formulas and wondered what they mean In this book you will learn they are used for array formulas and you will learn how to create one This is the definite Excel guide book on formulas and functions and a must read for beginners and intermediates who would like to learn more about Excel s powerful functions To truly better yourself you must invest in yourself Start now by buying this book

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perform complex calculations and automate repetitive tasks Excel will no longer be an obstacle but a tool that empowers you to manage data and gain valuable insights with unprecedented ease This book is tailored to anyone who works with spreadsheets regardless of their skill level Whether you re a data analyst accountant student or simply someone who wants to elevate their productivity this guide will provide the knowledge and techniques you need to master Excel formulas and conquer the challenges of modern spreadsheets Mastering Excel formulas is a skill that will serve you well for years to come

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**Excel Formulas and Functions** Ramirez Adam,2019-09-22 For many of us Excel is nothing more than a basic spreadsheet something we may use on the odd occasion but for some it is part of our daily lives Microsoft Excel is more than just a spreadsheet it is an essential tool for businesses In fact it would be fair to say that it is probably one of the most important tools that a business could have at its disposal Some of the best uses for Excel include extracting data into charts using it to identify problems and trends bringing all the data together from multiple files and other sources so it s all in one easy to use place and much more The basis of Excel lies in formulas and functions used for storing data and retrieving it for doing calculations and for analyzing data all in one simple grid format It is these formulas and functions that provide the biggest headaches for inexperienced users and that is what my guide is all about how to use them and a look at some of the most commonly used ones Given that there are more than 400 functions alone and not much less in the way of formulas I couldn t possibly go over every single one of them You don t need to know them all though Excel has a built in Function Wizard that helps you to get the best function for what you are doing and built in Formula Intellisense helps with formulas Without further ado let s immerse ourselves in the world of Excel formulas and functions

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## **Table of Contents Excel Formula Guide**

1. Understanding the eBook Excel Formula Guide
  - The Rise of Digital Reading Excel Formula Guide
  - Advantages of eBooks Over Traditional Books
2. Identifying Excel Formula Guide
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Excel Formula Guide
  - User-Friendly Interface
4. Exploring eBook Recommendations from Excel Formula Guide
  - Personalized Recommendations
  - Excel Formula Guide User Reviews and Ratings
  - Excel Formula Guide and Bestseller Lists
5. Accessing Excel Formula Guide Free and Paid eBooks

- Excel Formula Guide Public Domain eBooks
- Excel Formula Guide eBook Subscription Services
- Excel Formula Guide Budget-Friendly Options
- 6. Navigating Excel Formula Guide eBook Formats
  - ePub, PDF, MOBI, and More
  - Excel Formula Guide Compatibility with Devices
  - Excel Formula Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Excel Formula Guide
  - Highlighting and Note-Taking Excel Formula Guide
  - Interactive Elements Excel Formula Guide
- 8. Staying Engaged with Excel Formula Guide
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Excel Formula Guide
- 9. Balancing eBooks and Physical Books Excel Formula Guide
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Excel Formula Guide
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Excel Formula Guide
  - Setting Reading Goals Excel Formula Guide
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Excel Formula Guide
  - Fact-Checking eBook Content of Excel Formula Guide
  - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development

- Exploring Educational eBooks

#### 14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

### **Excel Formula Guide Introduction**

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