

# Excel® 2013 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. Multiple arguments separated by commas. Can be another function (creating a nested function).
- 4 Constant:** An unchanging value.
- 5 Operator:** Symbol specifying a calculation to perform. See **Controlling Order of Precedence** for more information.
- 6 Reference:** A cell, range of cells, or a name that represents a value or cell(s). The order of precedence for references is:  
 1. (colon) Range.  
 2. (space) Intersection.  
 3. (comma) Union.
- 7 Boolean or logical value, TRUE or FALSE.**

## Controlling Order of Precedence

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. Use parentheses to change order.  
 E.g., = (TODAY()-InvoiceDate)/30

## Conditionally Summing/Counting Data

The traditional SUM() and COUNT() functions can be extended with SUMIF() and COUNTIF() to only add or count cells that match certain criteria.

**=SUMIF(range, criteria, sum\_range)**

Sums 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(B3:B5,"<0") results in -8 if cells B3 through B5 contain 1, -2, 3, -6, 10.

**=COUNTIF(range, criteria)**

Counts text entries or numbers in range that match criteria.

### Examples of Summing Selected Data

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

	A	B	C	D	E
2	Country	Shipment Cost		USD Amt	
3	US	1,098.00		US shipping	
4	Canada	1,674.00		\$1,674.00	
5	US	2,475.00			
6	India	1,674.00			
7	Japan	20,602.00			
8	India	1,680.00			

Cell D4 is \$1,571.00 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 various 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 5.1242823.

### Rounding 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 required decimal places.  
 Negative - round to required multiples.

e.g., =ROUND(3.4376, 2) rounds 3.4376 to 2 decimal places or 3.44.  
 =ROUND(67562.34, -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 zero if the remainder of dividing number by multiple is >= half of multiple. Also rounds up and away from zero 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(-67562.34, -0.2) rounds -67,562.34 up to the nearest multiple of -0.2 returning -67,562.4.

### Rounding Only One Way

**=ROUNDUP(number, number of digits)**

Same as ROUND but always rounds up and away from 0. ROUNDDOWN always rounds down and toward 0.

**=CEILING(number, significance)**

Same as MROUND except always rounds up unless number is negative and significance is positive. e.g., =CEILING(0.1, 2) = 12.

=CEILING(9.5, 2) = 10.

=CEILING(10.1, -2) = -12.

FLOOR is a similar function that rounds down.

**=CEILING.PRECISE(number, significance)**  
 ISO version which 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(PurchasePrice) is clearer than =AVERAGE(B2:B7).

### Name Rules

- Start with a letter, underscore or backslash.
- Remaining characters may be alphanumeric, a period or an underscore.
- Do not use: spaces, cell references (e.g., A100, B2C3), or just "C", "C", "R", or "r".
- Maximum 255 characters.
- Names are not case sensitive.

### Creating a Name

1. Select the cell(s) to name.
2. Choose FORMULAS, then [Define Name](#), or [Click] 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 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, then [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 and/or LEFT COLUMN. [Click] OK. For example:

	A	B	C	D
2	YTD Sales	Qtr 1	Qtr 2	Qtr 3
3	Food	122	151	144
4	General	113	115	109
5	Wrest	100	120	101

Creates 7 named ranges. One for each column and row of data, plus a range called YTDsales for B2 through D4.

### 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 19.550772 which is formatted to 19.551 with 3 decimals.

Cell B7: =ROUND(B6,1) results in 19.6 which is formatted to 19.60 with 2 decimals.

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(B6,0.01) results in 19.99. One penny is subtracted from the result. This is the price selected by Marketing.

	A	B	C	D
2	US Price	Ex Rate		
3	19.19	1.0188		
4				
5	Canadian Prices	Function Used		
6	19.551			
7	19.60	ROUND		
8	19.50	MROUND		
9	20.00	CEILING		
10	19.99	CEILING		

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**Victor M. Corman**



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Consignment Contract Option 1. The gallery shall pay the artist all proceeds due the artist within thirty days of sale of any artwork. No "sales on approval" or "on credit ... Guide to Artist-Gallery Consignment Contracts Gallery agrees to indemnify and hold harmless Artist from any loss resulting from lapse of coverage, error, or failure by Gallery to have the insurance ... Fine Art Insurance | Artists | Collections | Museums Customized Fine Art insurance solutions · Loan and consignment agreement reviews for contract requirements · Risk management plans for foundations and museums, ... Artist Gallery Contract/ Consignment/ Account DISCLAIMER: This sample contract is written as a checklist and guide only. You should in no way use this contract in its current state as a binding ... Art Consignment Agreement Consignment. The Artist hereby

consigns to the Gallery and the Gallery accepts on consignment, those. Artworks listed on the inventory sheet provided by the ... Fine Art Brokerage Services - Fine Art Brokers Aug 22, 2019 — Sell your fine art in a professional and discreet manner at no cost to you! We provide a simple written contract: one client, ... Art Consignment Agreement Artist shall consign to PACE, and PACE shall accept consignment of, all Works of Art described in the Record of Consignment, for the full term of the agreement. Visual Artists Resources - Sample Consignment Agreement Visual Arts Focus: Working With Galleries 101. SAMPLE CONSIGNMENT AGREEMENT. The following sample consignment agreement is provided for reference use only. It ... Adventures in Media – Collecting and Protecting Unusual Art Panelists will conduct an interactive discussion on past and present mediums used by fine artists. Unusual art can take many forms. It can be a paintings ... Offering Circular This Post-Qualification Amendment No. 5 to such original offering circular describes each individual series found in the “Series Offering Table” section. The ... Visual Basic 2008 in Simple Steps Visual Basic 2008 in Simple Steps [KOGENT SOLUTIONS INC] on Amazon ... Visual Basic 2008 in Simple Steps. 4.0 4.0 out of 5 stars 2 Reviews. Visual Basic 2008 ... Visual Basic 2008 Tutorial Apr 12, 2020 — Visual Basic 2008 Tutorial provides many FREE lessons to help everyone learn Visual Basic programming effortlessly. Installing Visual Basic In order to create Windows applications with the Visual Basic programming language you will first need to install a Visual Basic. Visual Basic 2008 in Simple Steps - Softcover Visual Basic 2008 in Simple Steps by KOGENT SOLUTIONS INC - ISBN 10: 8177229184 - ISBN 13: 9788177229189 - WILEY - 2009 - Softcover. Visual Basic 2008 In Simple Steps - Kogent Solutions Inc This is a book that helps you to learn Visual Basic using Visual Studio 2008. Precision, an easy-to-understanding style, real life examples in support of ... Creating Your First Program in Visual Basic : 7 Steps Step 1: Download Visual Basic · Step 2: Create Your Project. · Step 3: Add Controls · Step 4: Edit Control Properties · Step 5: Add Code · Step 6: Save and Test. Microsoft Visual Basic 2008 Step by Step eBook program is still quite simple with Visual Studio and Visual Basic 2008. You can construct a complete user interface by creating two objects, setting two ... Visual Basic 2008 in Simple Steps | PDF An all-inclusive book to \* Quick and Easy learning in Sami teach you everything about Simple Steps drear ech Visual Basic 2008 \* Mast preferred choice ... Ayurveda & Aromatherapy: The Earth... by Dr. Light Miller This book is a collection of twenty-five years of healing experience using aromatherapy and Ayurveda. The book presents both sciences in a format for Westerners ... Ayurveda and aromatherapy: The earth... by Dr. Light Miller This book is a collection of healing experience using aromatherapy and Ayurveda. The book presents both sciences in format for Westerns. Ayurveda & Aromatherapy: The Earth Essential Guide to ... Ayurveda & Aromatherapy: The Earth Essential Guide to Ancient Wisdom and Modern Healing - Softcover ; Ayurveda & Aromatherapy Format: Paperback. Miller, Bryan. Ayurveda & Aromatherapy: The Earth Essential Guide ... This book integrates the ancient healing science of Ayurveda with the modern development of Aromatherapy. The authors have long term experience in clinical ... Ayurveda & Aromatherapy: The Earth Essential Guide ... Ayurveda & Aromatherapy This book integrates the ancient healing science of

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