

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)

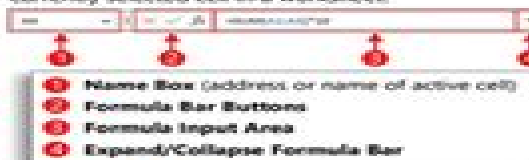
1. "Equal" Sign (starts every formula)
2. Function (Sum, Average, Min, Max, etc.)
3. Argument (Cell Range) (in parentheses)

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(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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Microsoft Excel Formulas Study Guide

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and widely used tools in various professions and industries If you want to master Excel then this book is for you This book focuses on Excel formulas and functions that transform Excel from a simple spreadsheet into a dynamic and powerful analytics data source for business intelligence The book demonstrates the formulas and functions with examples big datasets and storytelling scenarios It explains how to use 200 Excel functions and formulas to create dynamic Excel dashboards filter relevant data and show informative and analyzed information The book also covers instructions on how to develop formulas by combining existing functions to obtain the necessary analysis After reading the book you will be well prepared to use Excel for personal and professional tasks ranging from analyzing data to making forecasts and organizing information WHAT YOU WILL LEARN Build complex data driven models using the lookup and reference functions Learn how to speed up tedious and time consuming tasks with the user defined functions in Excel Use a wide range of financial functions to perform complex financial calculations Analyze data and perform various statistical calculations using the statistical functions Explore and work with different mathematical functions in Excel WHO THIS BOOK IS FOR This book is for everyone who uses Excel daily It is also for business professionals researchers scientists statisticians and students who want to use Excel for managing and analyzing data TABLE OF CONTENTS 1 Getting Started with Excel 2 The 10 Most Popular Functions in Excel 3 Logical Functions in Excel 4 Lookup and Reference Functions in Excel 5 Math Functions in Excel 6 Statistical Functions in Excel 7 Text Functions in Excel 8 Information Functions in Excel 9 Financial Functions in Excel 10 Date and Time Functions in Excel 11 Database Functions in Excel 12 Cube Functions in Excel 13 Web Functions in Excel 14 User defined Functions in Excel

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Section III The Real Nuts After getting the exact and complete idea of exam pattern you get to solved previous Solved Papers 2017 19 for practice This is a highly approachable book to gain a winning attitude to ace the upcoming IBPS SO Main examination TOC Section I Revision Round Section II Knock Out Round Section III The Real Nuts **The Step-By-Step Guide to the 25 Most Common Microsoft Excel Formulas and Features** C J. BENTON,2015-08-24 Learn the 25 most common Microsoft r Excel r Formulas Features quickly and easily with this detailed step by step guide This book offers easy to follow examples with screenshots demonstrating how to use the 25 most common basic and intermediate Microsoft r Excel r formulas features The book is organized into 5 step by step sections allowing you to grow your knowledge of Excel r at your own pace Excel v2016 is now available with 5 bonus formulas included Part 1 Excel r Formula Fundamentals SUM SUBTRACTION MULTIPLICATION DIVISION AVERAGE MIN MAX TODAY NETWORKDAYS SUMIF Part 2 Introduction to Pivot Tables How to create a basic Pivot Table Formatting Pivot Table results Inserting Pivot Charts Part 3 Excel r Features Data Sorting Formula Trace Text To Columns Conditional Formatting Filtering Part 4 Text Functions LEN TRIM CONCATENATE MID PROPER UPPER LOWER Part 5 Logic Lookup Formulas IF Nested IF VLOOKUP Imagine the time you ll save by not having to search the internet or help files to learn the most practical ways of using of Microsoft r Excel r Book 1 in The Microsoft Excel Step By Step Training Guide Series Book 1 The Step By Step Guide To The 25 Most Common Microsoft Excel Formulas Features Book 2 The Step By Step Guide To Pivot Tables Introduction To Dashboards Book 3 The Step By Step Guide To The VLOOKUP formula in Microsoft Excel Book 4 The Microsoft Excel Step By Step Training Guide Book Bundle *Excel Functions and Formulas* Sarah Jones,2019-08-03 Buy Paperback and Get the eBook Version Free Do More in a Shorter TimeframeFor some people Excel is just an ordinary tool something we may use once in a while but for the others it is an essential part of our daily lives Microsoft Excel is more than a spreadsheet it is a great tool for running a successful business and finance To be proficient in using Excel you have to know the formulas and functions and how to apply them I understand that this is a major concern to the new and inexperienced users which is why this book has been written To teach you these formulas and functions along with the tips and tricks you need to know to achieve faster results and be more productive when using the Microsoft Excel software This Excel study guide goes straight to the point to teach you what you need to learn while leaving out all the unnecessary verbosity that exist in several other Excel books You would get direct instructions on how to complete certain data analysis tasks along with screenshots to guide you when preparing your own reports and analysis With this guide you are guaranteed to become an expert with using the Excel software for your financial analysis and planning Part of what you would learn from this book includes Important Excel shortcuts Basic Excel terminologies explained The different data types you would encounter while using Excel Advanced Excel Formulas and functions Over 150 important Excel functions you should know and how to use them Format tables ranges and cells Create formula for all types of calculations Move and copy data Use absolute and relative cell references Use AutoSum to quickly

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coverage includes screenshots Excel equations and an explanation of the math Great for students or anyone needing a handy guide for reference *Excel 2020 for Beginners* James Jordan, 2021-02-08 EXCEL 2020 MADE EASY JUST FOR YOU Microsoft has added over a hundred new features and enhancements to Excel over the past years The tools outlined in this guide book are among those that offer some of the greatest opportunities to all levels of Excel users to improve their efficiency and proficiency Therefore as you gain access to these tools and others sure to follow be sure to consider how you and your team members can and should take advantage of them to boost productivity This book is specially made for business men corporate bodies organization individuals etc who are looking for a means of learning Excel 365 from basic to advanced level In this Excel 2020 user guide you ll Learn How to Analyze the Quality of Your Data with Power Query Learn How to use Dynamic Array FILTER SORT RANDARRAY SEQUENCE SORTBY and UNIQUE Learn How to enter basic formulas and calculations in excel Learn How to select activate and edit cells in excel Learn How to Create and manage workbooks and worksheets Learn How to create a spreadsheet in word Learn How to create charts in excel types and examples Learn How to format an excel table Learn powerful and essential Excel Formulas and Functions Learn How to Illustrate using XLOOKUP Learn How to Automate Data Analysis with Excel s Ideas Feature Get familiar with Worksheet design Find out how to work with charts and graphics Use Excel for data management analysis modeling and visualization Basic and Professional Excel tips and tricks And Lots more Click the Buy Now button to get a copy [Excel Formulas & Functions For Dummies](#) Ken Bluttman, 2021-12-21 Unlock the power of Excel with a step by step roadmap to its formulas and functions There s a Swiss Army knife in your digital toolbox that can multiply your productivity and make you the smartest guy or gal in almost any room It s called Microsoft Excel If you re like most people you ve barely scratched the surface of what this powerful tool s hundreds of built in functions can do But with a little help from Excel Formulas Functions For Dummies you ll soon be organizing analyzing and interpreting data like a pro For those who don t know the difference between a spreadsheet and a bedsheet the book gets you up to speed with formula and function basics first But you can also skip ahead to the fancy stuff and learn about working with probabilities significance tests and lookup functions This easy to use Excel formulas and functions survival guide shows you how to Work with financial functions like PMT PPMT NPER RATE and PV Calculate mean median mode standard deviation and many more statistical functions Troubleshoot formulas for common errors and validate your data to avoid mistakes Work with dates times logic operators conditions and basic and advanced mathematical functions You don t need a degree in data science or advanced mathematics to take advantage of the full functionality and flexibility of Microsoft Excel Let Excel Formulas Functions For Dummies show you how to transform this unassuming program into the most useful tool in your toolbox **Excel 2019 Formulas and Functions Study Guide** M.L. Humphrey, 2021-02-16 The Excel 2019 Formulas and Functions Study Guide is a companion book written to complement Excel 2019 Formulas Functions by M L Humphrey This guide contains a series of quizzes meant to test a reader s knowledge

of how formulas and functions work in Excel as well as approximately a hundred different functions The quizzes are presented in an order that mirrors that of Excel 2019 Formulas Functions At the end of the book are ten bonus exercises meant to test a reader s ability to apply Excel functions to real world scenarios *PMP Project Management Professional Study Guide, Fourth Edition* Joseph Phillips, 2013-07-16 Revised to cover the 2011 update to PMIs Project Management Body of Knowledge PMBOK the Fourth Edition of McGraw Hills flagship project management certification study guide covers all of the new PMP exam objectives

The Top Books of the Year Microsoft Excel Formulas Study Guide The year 2023 has witnessed a remarkable surge in literary brilliance, with numerous engrossing novels captivating the hearts of readers worldwide. Lets delve into the realm of bestselling books, exploring the fascinating narratives that have enthralled audiences this year. Microsoft Excel Formulas Study Guide : Colleen Hoover's "It Ends with Us" This touching tale of love, loss, and resilience has captivated readers with its raw and emotional exploration of domestic abuse. Hoover expertly weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can succeed. Microsoft Excel Formulas Study Guide : Taylor Jenkins Reid's "The Seven Husbands of Evelyn Hugo" This spellbinding historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reid's captivating storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Discover the Magic : Delia Owens' "Where the Crawdads Sing" This mesmerizing coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens spins a tale of resilience, survival, and the transformative power of nature, entrancing readers with its evocative prose and mesmerizing setting. These popular novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of captivating stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a exceptional and gripping novel that will keep you speculating until the very end. The novel is a warning tale about the dangers of obsession and the power of evil.

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