

Microsoft Excel 2010 Functions & Formulas Quick Reference Guide (4-page Cheat Sheet Focusing On Examples And Context For Intermediate-to-advanced Functions And Formulas- Laminated Guide)

Excel 2010 Functions & Formulas

Glossary

- 1 Formula:** A calculation that can be entered in a cell.
- 2 Function:** Predefined formulas that perform an operation on values in a range of cells.
- 3 Argument:** The values that are entered in a cell to make a function perform a calculation.
- 4 Constant:** A value that is not a function.
- 5 Operator:** Symbols that are used to perform operations on values in a formula.

Conditionally Summing Data

The **SUMIF** function sums the values of the cells that meet the criteria specified in the range of cells.

SUMIF(range, criteria, [sum_range])

SUMIFS(range, criteria1, criteria2, ...)

Some arguments can be entered as text or numbers. For example, the criteria "1" will sum the values of the cells that contain the number 1.

Being Precise (Rounding)

The **ROUND** function rounds a number to a specified number of digits to the right of the decimal point.

ROUND(number, number_of_digits)

ROUNDUP rounds a number up, and **ROUNDDOWN** rounds a number down.

ROUND(number, multiple)

Rounds a number up and away from 0 if the remainder of dividing the number by the multiple is not 0. A positive number rounds up, and a negative number rounds down.

Improving Clarity with Range Names

Using range names makes formulas easier to read and understand. Range names can be used in formulas instead of cell references.

1. Enter the data in the worksheet.
2. Select the range of cells that you want to name.
3. Go to the **Formulas** tab, click **Define Name**.
4. In the **Define Name** dialog box, enter the name of the range.
5. Click **OK**.

Using Range Names in Formulas

Example: **=SUM(Range1)**

Examples of Summing Selected Data

Product	Quantity	Price	Total
Apples	100	0.50	50.00
Bananas	200	0.25	50.00
Oranges	150	0.33	50.00
Strawberries	50	1.00	50.00
Total	500	0.50	250.00

Formula: **=SUMIF(A2:A6, ">100", B2:B6)** results in 100.00

Formula: **=SUMIFS(B2:B6, A2:A6, ">100", C2:C6, "<1.00")** results in 100.00

Examples of Being Precise

Example: **=ROUND(12.3456, 2)** results in 12.35

Example: **=ROUNDUP(12.3456, 2)** results in 12.35

Example: **=ROUNDDOWN(12.3456, 2)** results in 12.34

Example: **=ROUND(12.3456, 0)** results in 12

Example: **=ROUND(12.3456, 1)** results in 12.3



Synopsis

Geared toward the intermediate to advanced user, this example-rich 4-page laminated quick reference guide provides explanations and context for many powerful functions and formulas. Step-by-step instructions for many function/formula-related features. This guide is suitable as a training handout, or simply an easy to use reference guide. The following topics include: Conditionally Summing Data (SUMIF, COUNTIF) Being Precise (Rounding functions) Improving Clarity with Range Names Merging Text and Numbers (CONCATENATE, TEXT, LEFT, RIGHT, MID, LEN, FIND, VALUE, TRIM, SUBSTITUTE) Changing Results: IF, AND, OR Table Lookups (VLOOKUP, HLOOKUP, INDEX, MATCH) Error Recovery (ISNA, ISERROR) Array Formulas (Single Cell & Multi-Cell Arrays) Dates and Times (DATE, YEAR, MONTH, DAY, TODAY, WEEKDAY, NETWORKDAY) Using a Formula for Data Validation Troubleshooting: Types of Errors, Automatic Error Checking, Using the Error Checker, Show/Hide Formulas, Watching Cells, Evaluating Nested Formulas, Selecting Related Cells, Displaying Cell Relationships, Removing Relationship Arrows. This guide is one of several titles available for Excel 2010: Excel 2010 Introduction; Excel 2010 Tables, PivotTables, Sorting & Filtering; Advanced & Macros; Charts & Sparklines; Functions & Formulas.

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Customer Reviews

This sheet is a great tool that eases the need to remember certain formula configurations. Been looking for something like this for some time and now use it constantly. I recommend this for the simple reason that it is simple, concise and easy to read/use.

Bought several of these for different Microsoft products that we use at work. Some of my co-workers who don't use the programs that often found them very useful for finding quick answers to their questions.

this card covers all the things you need when doing functions or formulas in excel - great to have it in one card

This is excellent as a quick reference for people not well versed in Excel. I use it all the time as I'm learning Excel in my "older years" and the memory needs jogged at times. This is a great resource to keep on my desk and doesn't take the space of those huge Excel Bibles! I love this handy reference, it's laminated well and doesn't come apart.

Perfect to keep as a summary. I have a binder with all my notes for my computer. This is excellent. Rather than always searching in books, I can refer to this sheet. I can put it in my binder and refer to it when I want to find a function or formula quickly. I use books, but I like to store reference sheets, information in one place. This is great

I expected a long list of common formula names and a brief explanation of each one. Instead it showed a few formulas with a long description of each. I should have just gone to an actual bookstore for this.

Nifty tool to help with newer version of Excel, which has dramatically changed from prior version. Can't go wrong with the price either!

I got several different ones of these for different programs. Some are quite basic and some are more advanced. I have not used them a lot so far, but intend to. I would say they are worth the price just to save you the frustration and time of looking up how to do something on the program.....SHALOM.....Brother Randahl

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