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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

- Formula:** A calculation or set of instructions to perform a task.
- Function:** Predefined formulas that perform specific calculations on values in a worksheet.
- Argument:** The values or references that a function uses to perform its calculation.
- Context:** The environment in which a formula is used.
- Formula Reference:** A reference to a cell or range of cells that contains a value or formula.

Being Precise (Rounding)

The ROUND function rounds a number to a specified number of digits. The number of digits to round to is specified in the second argument.

ROUNDUP or ROUNDDOWN to a Multiple

ROUNDUP(number, number of digits)
Rounds a number up to the nearest multiple of the specified number of digits.

ROUNDDOWN(number, number of digits)
Rounds a number down to the nearest multiple of the specified number of digits.

ROUND(number, number of digits)
Rounds a number to the nearest multiple of the specified number of digits.

ROUNDUP(number, number of digits)
Rounds a number up to the nearest multiple of the specified number of digits.

ROUNDDOWN(number, number of digits)
Rounds a number down to the nearest multiple of the specified number of digits.

ROUND(number, number of digits)
Rounds a number to the nearest multiple of the specified number of digits.

Improving Clarity with Range Names

Range names are used to identify a range of cells in a worksheet. They can be used in formulas to make them easier to read and understand.

NAME VALUE

- Enter the name of the range in the Name box.
- Enter the formula in the formula bar.
- Press Enter to calculate the formula.
- Repeat steps 1 and 2 for each range.

Creating a Name

Simple names are the easiest to use and understand. They should be short and to the point.

NAME VALUE

- Enter the name of the range in the Name box.
- Enter the formula in the formula bar.
- Press Enter to calculate the formula.
- Repeat steps 1 and 2 for each range.

Conditionally Summing Data

The SUMIF function sums the values in a range of cells that meet a specified condition.

SUMIF(range, criteria, sum_range)

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

SUMIF(range, criteria, sum_range)

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

Examples of Summing Selected Data

Country	Population	GDP
USA	310,932,563	\$15,498,000,000,000
China	1,370,536,875	\$6,461,000,000,000
India	1,210,593,422	\$6,461,000,000,000
Japan	127,847,323	\$6,461,000,000,000
UK	63,182,123	\$6,461,000,000,000

CEL: D4 = SUMIF(B4:B9, "USA", C4:C9) results in 15,498,000,000,000

CEL: D5 = SUMIFS(B4:B9, "China", C4:C9) results in 6,461,000,000,000

CEL: D6 = SUMIFS(B4:B9, "India", C4:C9) results in 6,461,000,000,000

CEL: D7 = SUMIFS(B4:B9, "Japan", C4:C9) results in 6,461,000,000,000

CEL: D8 = SUMIFS(B4:B9, "UK", C4:C9) results in 6,461,000,000,000

Examples of Being Precise

Happy Toys wants to get Canadian prices. The following table shows the current prices for the toys in the USA and Canada. The prices are rounded to the nearest cent.

Toy	USA Price	Canada Price
1. Action Figure	\$12.99	\$13.99
2. Doll	\$19.99	\$20.99
3. Game	\$24.99	\$25.99
4. Stuffed Animal	\$14.99	\$15.99

CEL: D4 = ROUNDUP(C4, 2) results in 13.00

CEL: D5 = ROUNDDOWN(C5, 2) results in 19.99

CEL: D6 = ROUND(C6, 2) results in 25.00

CEL: D7 = ROUND(C7, 2) results in 15.00

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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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