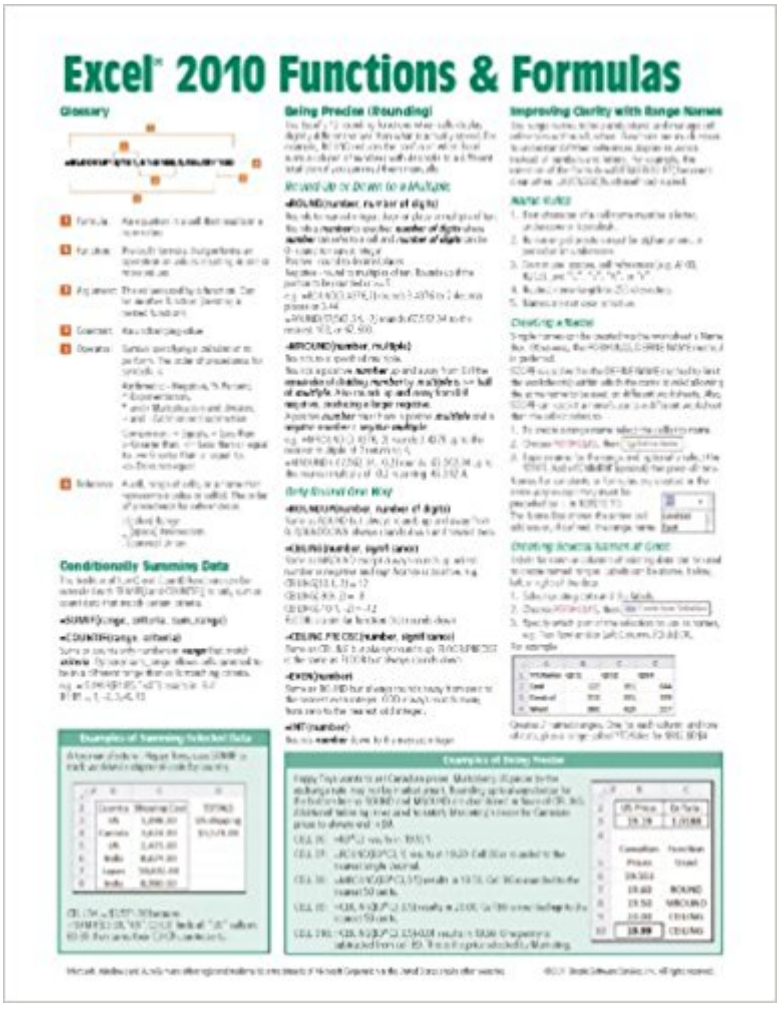
Microsoft Excel 2010 Functions & Formulas Quick Reference Guide (4-page Cheat Sheet Focusing On Examples And Context For Intermediate-to-advanced Functions And Formulas- Laminated Guide)




PDF
Adobe
DOWNLOAD EBOOK

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 NamesMerging Text and Numbers (CONCATENATE, TEXT, LEFT, RIGHT, MID, LEN, FIND, VALUE, TRIM, SUBSTITUTE)Changing Results: IF, AND, ORTable 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 ValidationTroubleshooting: 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.

Book Information

Pamphlet: 4 pages
Publisher: Beezix Inc. (April 15, 2011)
Language: English
ISBN-10: 1936220253
ISBN-13: 978-1936220250
Product Dimensions: 11 x 8.5 x 0.4 inches
Shipping Weight: 0.3 ounces (View shipping rates and policies)
Average Customer Review: 4.5 out of 5 starsÂ Â See all reviewsÂ (144 customer reviews)
Best Sellers Rank: #25,199 in Books (See Top 100 in Books) #14 inÂ Books > Computers & Technology > Software > Microsoft > Microsoft Excel #17 inÂ Books > Computers & Technology > Software > Microsoft > Microsoft Office

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.

Niffy 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

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) Microsoft Excel 2013 Functions & Formulas Quick Reference Card (4-page Cheat Sheet focusing

on examples and context for intermediate-to-advanced functions and formulas- Laminated Guide) Microsoft Excel 2016 Business Analytics & Power BI Quick Reference Guide - Windows Version (4-page Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Guide) Microsoft Excel 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Excel 2010 Tables, PivotTables, Sorting & Filtering Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Access 2010 Intermediate Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Word 2010 Advanced Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Excel 2013 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Access 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Word 2010 Templates & Macros Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Word 2010 Mail Merge & Forms Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Word 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Outlook 2010 Calendar, Contacts, Tasks Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft PowerPoint 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft PowerPoint 2013 Advanced Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Word 2013 Advanced Quick Reference: Styles & Long Documents (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Excel: The Complete Beginners Guide - Boost Your Poductivity And Master Excel In Just 24 Hours! (Excel, Microsoft Office, MS Excel 2016) EXCEL: Strategic Use of the Calc Spreadsheet in Business Environment. Data Analysis and Business Modeling (Functions and Formulas, Macros, MS Excel 2016, Shortcuts, Microsoft Office) Microsoft Word 2013 Templates & Forms Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Word 2007 Mail Merge & Forms Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card)