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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

- 1. Formula: An equation used to calculate a numeric value.
- 2. Function: A predefined formula that performs operations on one or more values, such as adding, multiplying, or averaging.
- 3. Argument: The values provided to a function. Can be numbers, text, dates, or other formulas.
- 4. Constant: A value that does not change.
- 5. Operator: Symbols used to perform operations on the values of formulas.
- 6. Reference: A cell, range of cells, or a named range used to identify the data to be used in a formula.
- 7. Named Range: A range of cells that has been given a name.
- 8. Array: A collection of values that are stored in a single cell.
- 9. Table: A structured range of data that can be used for analysis.
- 10. PivotTable: A tool used to analyze data in a summary table.
- 11. Chart: A graphical representation of data.
- 12. Data: The information that is used in a formula or function.
- 13. Tools: The various tools and features available in Excel.
- 14. Tips: Shortcuts and tricks to make working in Excel easier.
- 15. Tricks: Creative and useful ways to use Excel.

Being Precise (Rounding)

The **ROUND** function rounds a number to a specified number of digits. The syntax is: **ROUND(number, num_digits)**. The **number** argument is the number to be rounded. The **num_digits** argument is the number of digits to which you want to round the number. If **num_digits** is greater than 0, the number is rounded up. If **num_digits** is less than 0, the number is rounded down. If **num_digits** is 0, the number is rounded to the nearest integer.

Example: **ROUND(123.456, 2)** returns 123.46. **ROUND(123.456, 1)** returns 123.5. **ROUND(123.456, 0)** returns 123.

Improving Clarity with Range Names

Using range names makes formulas easier to read and understand. The syntax for a range name is: **=RangeName**. The **RangeName** argument is the name of the range. Range names can be used in formulas to refer to a range of cells. For example, **=SUM(RangeName)** will sum the values in the range named **RangeName**.

Example: **=SUM(Sales)** will sum the values in the range named **Sales**.

Arrays

An array is a collection of values that are stored in a single cell. The syntax for an array is: **{Array}**. The **Array** argument is the array of values. Arrays can be used in formulas to perform operations on multiple values. For example, **=SUM(Array)** will sum the values in the array named **Array**.

Example: **=SUM({1,2,3,4,5})** returns 15.

Tables

A table is a structured range of data that can be used for analysis. The syntax for a table is: **=Table**. The **Table** argument is the name of the table. Tables can be used in formulas to refer to a range of cells. For example, **=SUM(Table)** will sum the values in the table named **Table**.

Example: **=SUM(MyTable)** will sum the values in the table named **MyTable**.

PivotTables

A pivot table is a tool used to analyze data in a summary table. The syntax for a pivot table is: **=PivotTable**. The **PivotTable** argument is the name of the pivot table. Pivot tables can be used in formulas to refer to a range of cells. For example, **=SUM(PivotTable)** will sum the values in the pivot table named **PivotTable**.

Example: **=SUM(MyPivotTable)** will sum the values in the pivot table named **MyPivotTable**.

Charts

A chart is a graphical representation of data. The syntax for a chart is: **=Chart**. The **Chart** argument is the name of the chart. Charts can be used in formulas to refer to a range of cells. For example, **=SUM(Chart)** will sum the values in the chart named **Chart**.

Example: **=SUM(MyChart)** will sum the values in the chart named **MyChart**.

Data

Data is the information that is used in a formula or function. The syntax for data is: **=Data**. The **Data** argument is the data to be used. Data can be used in formulas to perform operations on multiple values. For example, **=SUM(Data)** will sum the values in the data named **Data**.

Example: **=SUM(MyData)** will sum the values in the data named **MyData**.

Tools

Tools are the various tools and features available in Excel. The syntax for tools is: **=Tools**. The **Tools** argument is the name of the tool. Tools can be used in formulas to refer to a range of cells. For example, **=SUM(Tools)** will sum the values in the tools named **Tools**.

Example: **=SUM(MyTools)** will sum the values in the tools named **MyTools**.

Tips

Tips are shortcuts and tricks to make working in Excel easier. The syntax for tips is: **=Tips**. The **Tips** argument is the name of the tip. Tips can be used in formulas to refer to a range of cells. For example, **=SUM(Tips)** will sum the values in the tips named **Tips**.

Example: **=SUM(MyTips)** will sum the values in the tips named **MyTips**.

Tricks

Tricks are creative and useful ways to use Excel. The syntax for tricks is: **=Tricks**. The **Tricks** argument is the name of the trick. Tricks can be used in formulas to refer to a range of cells. For example, **=SUM(Tricks)** will sum the values in the tricks named **Tricks**.

Example: **=SUM(MyTricks)** will sum the values in the tricks named **MyTricks**.

Conditionally Summing Data

The **SUMIF** function sums the values in a range of cells that meet a certain criteria. The syntax is: **SUMIF(range, criteria, sum_range)**. The **range** argument is the range of cells to be evaluated. The **criteria** argument is the criteria to be used. The **sum_range** argument is the range of cells to be summed.

Example: **=SUMIF(A1:A10, ">10", B1:B10)** will sum the values in the range B1:B10 where the values in the range A1:A10 are greater than 10.

Counting

The **COUNT** function counts the number of cells that contain numbers. The syntax is: **COUNT(range)**. The **range** argument is the range of cells to be counted.

Example: **=COUNT(A1:A10)** will count the number of cells in the range A1:A10 that contain numbers.

Counting with Criteria

The **COUNTIF** function counts the number of cells that contain numbers and meet a certain criteria. The syntax is: **COUNTIF(range, criteria)**. The **range** argument is the range of cells to be counted. The **criteria** argument is the criteria to be used.

Example: **=COUNTIF(A1:A10, ">10")** will count the number of cells in the range A1:A10 that contain numbers greater than 10.

Summing with Criteria

The **SUMIF** function sums the values in a range of cells that meet a certain criteria. The syntax is: **SUMIF(range, criteria, sum_range)**. The **range** argument is the range of cells to be evaluated. The **criteria** argument is the criteria to be used. The **sum_range** argument is the range of cells to be summed.

Example: **=SUMIF(A1:A10, ">10", B1:B10)** will sum the values in the range B1:B10 where the values in the range A1:A10 are greater than 10.

Examples of Summing with Criteria

Example 1: Sum of Sales by Region

Region	Sales
North	1000
South	2000
East	3000
West	4000
Central	5000

Formula: **=SUMIF(Region, "North", Sales)** returns 1000.

Examples of Counting

Example 2: Count of Sales by Region

Region	Sales
North	1000
South	2000
East	3000
West	4000
Central	5000

Formula: **=COUNT(Sales)** returns 5.

Examples of Summing with Criteria

Example 3: Sum of Sales by Region and Product

Region	Product	Sales
North	Product A	1000
North	Product B	2000
South	Product A	3000
South	Product B	4000
East	Product A	5000
East	Product B	6000
West	Product A	7000
West	Product B	8000
Central	Product A	9000
Central	Product B	10000

Formula: **=SUMIF(Region, "North", SUMIFS(Sales, Product, "Product A"))** returns 1000.

Examples of Counting

Example 4: Count of Sales by Region and Product

Region	Product	Sales
North	Product A	1000
North	Product B	2000
South	Product A	3000
South	Product B	4000
East	Product A	5000
East	Product B	6000
West	Product A	7000
West	Product B	8000
Central	Product A	9000
Central	Product B	10000

Formula: **=COUNTIFS(Region, "North", Product, "Product A")** returns 1.

Excel 2010 Functions & Formulas is a comprehensive guide to the most commonly used functions and formulas in Excel 2010. It covers everything from basic arithmetic to advanced data analysis techniques. The book is easy to read and understand, and it includes many examples and exercises to help you learn. If you are looking for a book that will help you master Excel 2010, this is the book for you.



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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