

The book was found

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)

Excel 2013 Functions & Formulas

Glossary

- Arithmetic**: Functions that perform mathematical calculations on numbers.
- Text**: Functions that manipulate text strings.
- Date & Time**: Functions that calculate dates and times.
- Lookup & Reference**: Functions that search for data in a table or range.
- Database**: Functions that work with data in a database.
- Math & Trig**: Functions that perform mathematical and trigonometric calculations.
- Statistical**: Functions that perform statistical analysis.
- Financial**: Functions that perform financial calculations.
- Engineering**: Functions that perform engineering calculations.
- Other**: Functions that do not fit into the other categories.

Being Precise (Rounding)

The ROUND function rounds a number to a specified number of digits. The first argument is the number to be rounded, and the second argument is the number of digits to which you want to round.

ROUND (number, num_digits)

num_digits is the number of digits to which you want to round. If num_digits is greater than 0, the number is rounded up. If num_digits is less than 0, the number is rounded down.

Example:

`=ROUND(2.475, 1)` results in 2.5

`=ROUND(2.475, 0)` results in 2

`=ROUND(2.475, -1)` results in 2.5

Improving Clarity with Range Names

Range names are labels that you can use to refer to a range of cells. They make formulas easier to read and understand.

Example:

Suppose you have a range of cells containing sales data. You can name this range "SalesData". Then, in a formula, you can use "SalesData" instead of the cell references.

`=SUM(SalesData)`

Controlling Order of Precedence

The order of precedence determines the order in which Excel evaluates the parts of a formula. It is important to understand the order of precedence to create formulas that work as intended.

Example:

`=2+3*4` results in 14, because multiplication is performed before addition.

`=(2+3)*4` results in 20, because the addition is performed first.

Conditionally Summing/Counting Data

The SUMIF and COUNTIF functions allow you to sum or count cells that meet a certain condition. They are useful for analyzing data based on specific criteria.

Example:

`=SUMIF(A1:A10, ">100")` sums the values in A1:A10 that are greater than 100.

`=COUNTIF(A1:A10, "<5")` counts the number of cells in A1:A10 that are less than 5.

Examples of Being Precise

Suppose you have a table of sales data. You want to calculate the total sales for each product, rounded to two decimal places.

Table:

Product	Q1	Q2	Q3	Q4
Product A	100.1234	200.5678	300.9012	400.3456
Product B	50.2345	150.6789	250.0123	350.4567
Product C	75.3456	125.7890	225.1234	325.5678

Formulas:

`=ROUND(SUM(B2:D2), 2)` results in 601.69

`=ROUND(SUM(C2:E2), 2)` results in 726.49

`=ROUND(SUM(D2:F2), 2)` results in 851.29

`=ROUND(SUM(E2:G2), 2)` results in 976.09



Synopsis

Geared toward the intermediate to advanced Microsoft Excel 2013 user, this example-rich 4-page laminated quick reference card/guide provides explanations and context for many powerful Excel 2013 spreadsheet formulas and functions. Step-by-step instructions for many formula/function-related features such as using range names, and Excel's troubleshooting features. This guide is suitable as a training handout, or simply an easy to use reference guide. Topics include: Controlling Order of Precedence, Conditionally Summing/Counting Data (SUMIF, COUNTIF), Being Precise (Rounding functions), Improving Clarity with Range Names: Creating Names, Limiting Scope, Defining a Constant or Formula for a Name, Managing Names, Indirectly Referring to a Named Range (INDIRECT), Merging Text and Numbers (CONCATENATE, TEXT, LEFT, RIGHT, MID, LEN, FIND, VALUE, TRIM, SUBSTITUTE), Changing Results: IF, AND, OR, NOT, 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, NETWORKDAYS, EDATE), Using a Formula for Data Validation, Troubleshooting: Types of Errors, Automatic Error Checking, Using the Error Checker, Showing/Hiding Formulas, Watching Cells, Evaluating Nested Formulas, Selecting Related Cells, Displaying Cell Relationships, Removing Relationship Arrows. This guide is one of multiple titles available for Excel 2013: Excel 2013 Introduction (ISBN 978-1936220762); Excel 2013 Functions & Formulas; Excel 2013 Data Analysis with Tables (978-1936220786).

Book Information

Pamphlet: 4 pages

Publisher: Beezix Inc. (March 26, 2013)

Language: English

ISBN-10: 1936220776

ISBN-13: 978-1936220779

Product Dimensions: 11 x 8.5 x 0.2 inches

Shipping Weight: 0.3 ounces (View shipping rates and policies)

Average Customer Review: 4.5 out of 5 stars [See all reviews](#) (80 customer reviews)

Best Sellers Rank: #7,546 in Books (See Top 100 in Books) #2 in [Books > Computers & Technology > Software > Microsoft > Microsoft Excel](#) #4 in [Books > Computers & Technology > Software > Microsoft > Microsoft Office](#)

Customer Reviews

The reference card is full page size, one signature (4 pages). There are explanations on how to do vlookup, name manager, a brief section on IF statements (that could have been longer) and more. I liked that they broke down the formulas and gave brief examples, also showing how formulas could be combined. I gave this four stars because the back page and part of the third page seemed like "fluff", but I suppose that error checking and some other items might be helpful to others. I'd add more time to IF statements and conditional formatting, but that's me.

This is a review of the Quick sheets available for various Microsoft programs. I purchased 7 of them for the following: Powerpoint 2013, Excel 2013, Windows 8, Office 365, Word 2013, Outlook 2013, IE 10. They all come laminated. Some are dual sided and a few are multiple pages. The same company makes all 7. Now on to the usefulness of them. They are great cheat sheets. The information is on the basic side....but sometimes that is what you need. These can be useful to a user of any skill set. I have years of experience with all of the above products. However, I retired young at 55 a few years back and have only used my iOS and OX. I have spent the last four years totally away from the microsoft family of products. Sure most of what is in these can be found in the help menu etc..... but if you want to use all 27 inches of your screen real estate to view the program and do not have a secondary monitor these are well worth the cheap price. All 7 of these cost me around \$20. I am sure within a few months they will not be needed but for now Thank you very much.

Great for beginners and intermediate users. Some new stuff I learned and for the items that I already knew about it is great practice to learn where everything is at on my Surface Pro 2, using Microsoft Office 365. Going from Office 2003 and 2007 to 2013 Office 365 can be a shock for some. Because it doesn't cost that much I felt it was worth it for me. Obviously for those of you who have more experience you shouldn't even be looking at this page.

Great for a handy desk cheat sheet! Has many of those once in a while used items that you don't always remember. It is also a great tool when upgrading to the 2013 software as the layout has changed slightly.

I love these little reference sheets. It has great input, quick references and I can just keep it at arms reach on my bulletin board....this is not the first reference sheet I have bought. I had one, loaned to a coworker which she LOVED, so I gave it to her and bought me another one. Definitely a must. 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)

Easy to use and excellent information. Saves alot of time having this quick reference. Very user friendly. When I've mastered this level I'll reorder the advanced sheet.

The best ever. Great for home, school, and the office. Would recommend to everyone. Great time saver. You learn a lot from them.Helen

a little complicated for me that is not too familier with all the names mentioned. example scope.

[Download to continue reading...](#)

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 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 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Excel 2016 Business Analytics & Power BI Quick Reference Guide - Windows Version (4-page Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Guide)
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) 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 2013 Templates & Forms Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Outlook Web App (OWA) for Exchange 2013 Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Word 2013 Introduction 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 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 2007 Mail Merge & Forms Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Office 2016 Essentials Quick Reference Guide - Windows Version (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Word 2016 Introduction Quick Reference Guide - Windows Version (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Word 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card)

[Dmca](#)