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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 be performed.
- Function:** Predefined formulas that perform specific calculations on values in the worksheet.
- Argument:** The values entered by the user in the formula bar or in the cells referenced by the formula.
- Context:** The environment in which the formula is used.
- Formula Reference:** A reference to a cell or range of cells that contains the values to be calculated.

Being Precise (Rounding)

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

ROUNDUP or ROUNDDOWN to a Multiple

ROUNDUP(number, number of digits)
Rounds a number up, away from zero, to the specified number of digits.

ROUNDDOWN(number, number of digits)
Rounds a number down, toward zero, to the specified number of digits.

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

ROUNDUP(number, multiple)
Rounds a number up, away from zero, to the nearest multiple of the specified number.

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

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

Improving Clarity with Range Names

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

- Define the range name.
- Use the range name in the formula.
- Use the range name in the formula bar.
- Use the range name in the formula bar.
- Use the range name in the formula bar.

Creating a Table

A table is a range of cells that contains data. It can be used to organize data and make it easier to work with.

- Define the table range.
- Use the table range in the formula.
- Use the table range in the formula bar.
- Use the table range in the formula bar.
- Use the table range in the formula bar.

Conditionally Summing Data

The SUMIF function sums the values in a range that meet a specified condition. The range to be summed is the first argument, the condition is the second argument, and the range to be summed is the third argument.

SUMIF(range, criteria, sum_range)

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

Examples of Summing Selected Data

	A	B	C
1	Country	Shipping Cost	Shipping Cost
2	US	1,000.00	10.00
3	Canada	2,000.00	20.00
4	UK	3,000.00	30.00
5	Australia	4,000.00	40.00
6	India	5,000.00	50.00

Formula: **=SUMIF(B2:B6, ">2000", C2:C6)**
Result: 100.00

Examples of Being Precise

Happy Toys wants to get Canadian prices. Shipping up to 1000 is free, shipping over 1000 is \$10.00. Shipping over 2000 is \$20.00. Shipping over 3000 is \$30.00. Shipping over 4000 is \$40.00. Shipping over 5000 is \$50.00. Shipping over 6000 is \$60.00. Shipping over 7000 is \$70.00. Shipping over 8000 is \$80.00. Shipping over 9000 is \$90.00. Shipping over 10000 is \$100.00.

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4	UK	3,000.00	30.00
5	Australia	4,000.00	40.00
6	India	5,000.00	50.00

Formula: **=ROUNDUP(B2:B6, 0)**
Result: 10.00, 20.00, 30.00, 40.00, 50.00, 60.00

Examples of Improving Clarity with Range Names

Happy Toys wants to get Canadian prices. Shipping up to 1000 is free, shipping over 1000 is \$10.00. Shipping over 2000 is \$20.00. Shipping over 3000 is \$30.00. Shipping over 4000 is \$40.00. Shipping over 5000 is \$50.00. Shipping over 6000 is \$60.00. Shipping over 7000 is \$70.00. Shipping over 8000 is \$80.00. Shipping over 9000 is \$90.00. Shipping over 10000 is \$100.00.

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6	India	5,000.00	50.00

Formula: **=SUMIF(ShippingCost, ">2000", ShippingCost)**
Result: 100.00

Examples of Creating a Table

Happy Toys wants to get Canadian prices. Shipping up to 1000 is free, shipping over 1000 is \$10.00. Shipping over 2000 is \$20.00. Shipping over 3000 is \$30.00. Shipping over 4000 is \$40.00. Shipping over 5000 is \$50.00. Shipping over 6000 is \$60.00. Shipping over 7000 is \$70.00. Shipping over 8000 is \$80.00. Shipping over 9000 is \$90.00. Shipping over 10000 is \$100.00.

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Formula: **=SUMIF(ShippingCost, ">2000", ShippingCost)**
Result: 100.00

Examples of Using Range Names

Happy Toys wants to get Canadian prices. Shipping up to 1000 is free, shipping over 1000 is \$10.00. Shipping over 2000 is \$20.00. Shipping over 3000 is \$30.00. Shipping over 4000 is \$40.00. Shipping over 5000 is \$50.00. Shipping over 6000 is \$60.00. Shipping over 7000 is \$70.00. Shipping over 8000 is \$80.00. Shipping over 9000 is \$90.00. Shipping over 10000 is \$100.00.

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Formula: **=SUMIF(ShippingCost, ">2000", ShippingCost)**
Result: 100.00



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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