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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 action that Excel performs on data.
- Function:** Predefined formulas that perform specific calculations on data.
- Argument:** The values or references that a function uses to perform its calculation.
- Context:** The location of the formula in the worksheet.
- Formula Reference:** A reference to a cell or range of cells that contains data used in a formula.

Being Precise (Rounding)

The ROUND function rounds a number to a specified number of digits. The first argument is the number to round, and the second argument is the number of digits to round to. If the second argument is positive, the number is rounded up or down to the nearest integer, decimal place, or multiple of ten. If the second argument is negative, the number is rounded to the nearest multiple of ten, hundred, or thousand.

ROUNDUP or DOWN to a Multiple

ROUNDUP: number, number of digits
Rounds a number up to the nearest integer, decimal place, or multiple of ten. The number of digits to round to is specified by the second argument.

ROUNDDOWN: number, number of digits
Rounds a number down to the nearest integer, decimal place, or multiple of ten. The number of digits to round to is specified by the second argument.

ROUND: number, number of digits
Rounds a number to the nearest integer, decimal place, or multiple of ten. The number of digits to round to is specified by the second argument.

ROUNDUP, ROUNDDOWN, and ROUND Examples

Example 1: ROUND(123.456, 0) rounds 123.456 to the nearest integer, 123.

Example 2: ROUND(123.456, 1) rounds 123.456 to the nearest decimal place, 123.5.

Example 3: ROUND(123.456, 2) rounds 123.456 to the nearest hundredth, 123.46.

Example 4: ROUND(123.456, -1) rounds 123.456 to the nearest tens place, 120.

Example 5: ROUND(123.456, -2) rounds 123.456 to the nearest hundreds place, 100.

Example 6: ROUND(123.456, -3) rounds 123.456 to the nearest thousands place, 100.

Improving Clarity with Range Names

Range names are labels that you can use to identify a range of cells in a worksheet. They can make formulas easier to read and understand. To create a range name, select the range of cells that you want to name, and then enter a name in the Name Box. To use a range name in a formula, type the name followed by an exclamation point and the range name.

NAME RANGE

- Enter the range of cells that you want to name.
- Enter a name for the range.
- Press Enter.
- The name is added to the Name Box.

Using a Range Name in a Formula

Example: =SUM(Range1)

Conditionally Summing Data

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

SUMIF(range, criteria, sum_range)

Criteria: The condition that must be met for the values in the sum_range to be included in the sum.

Examples of Summing Selected Data

Country	Population	GDP
USA	309,000,000	\$14,500,000,000
China	1,370,000,000	\$5,800,000,000
India	1,100,000,000	\$2,800,000,000
Japan	127,000,000	\$4,500,000,000
UK	61,000,000	\$2,500,000,000

Formula: =SUMIF(A2:A6, "USA", B2:B6) results in 14,500,000,000.

Only Summing One Way

The SUMPRODUCT function multiplies the corresponding values in two or more arrays, and then sums the results. The first argument is the first array, and the second argument is the second array.

SUMPRODUCT(array1, array2, ...)

Examples of SUMPRODUCT

Example 1: =SUMPRODUCT(A1:A5, B1:B5) results in 100.

Example 2: =SUMPRODUCT(A1:A5, B1:B5, C1:C5) results in 150.

Example 3: =SUMPRODUCT(A1:A5, B1:B5, C1:C5, D1:D5) results in 200.

Examples of Being Precise

Example 1: =ROUND(123.456, 0) results in 123.

Example 2: =ROUND(123.456, 1) results in 123.5.

Example 3: =ROUND(123.456, 2) results in 123.46.

Example 4: =ROUND(123.456, -1) results in 120.

Example 5: =ROUND(123.456, -2) results in 100.

Example 6: =ROUND(123.456, -3) results in 100.



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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