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

Being Precise (Rounding)

The ROUND function rounds a number to a specified number of digits. The syntax is: **ROUND(number, num_digits)**. For example, **ROUND(3.14159, 2)** returns 3.14.

ROUNDUP and **ROUNDDOWN** functions allow you to round a number up or down to a specific number of digits. The syntax for **ROUNDUP** is: **ROUNDUP(number, num_digits)**. For example, **ROUNDUP(3.14159, 2)** returns 3.15.

TRUNC function truncates a number to a specified number of digits. The syntax is: **TRUNC(number, num_digits)**. For example, **TRUNC(3.14159, 2)** returns 3.14.

Improving Clarity with Range Names

Range names are labels that identify a range of cells in a worksheet. They can be used in formulas to make them easier to read and understand. For example, instead of **=SUM(A1:A10)**, you can use **=SUM(Sales)** if the range A1:A10 is named Sales.

NAME function returns the name of a range. The syntax is: **NAME(reference)**. For example, **NAME(A1:A10)** returns Sales.

Conditionally Summing Data

The **SUMIF** function sums the values in a range that meet a certain criteria. The syntax is: **SUMIF(range, criteria, sum_range)**. For example, **SUMIF(A1:A10, >10, B1:B10)** sums the values in B1:B10 where A1:A10 is greater than 10.

SUMIFS function sums the values in a range that meet multiple criteria. The syntax is: **SUMIFS(sum_range, range1, criteria1, range2, criteria2, ...)**. For example, **SUMIFS(B1:B10, A1:A10, >10, C1:C10, <50)** sums the values in B1:B10 where A1:A10 is greater than 10 and C1:C10 is less than 50.

Only Summing One Way

The **SUMPRODUCT** function multiplies the corresponding values in two or more arrays and returns the sum of the products. The syntax is: **SUMPRODUCT(array1, array2, ...)**. For example, **SUMPRODUCT(A1:A10, B1:B10)** returns the sum of the products of the corresponding values in A1:A10 and B1:B10.

SUMSQ function returns the sum of the squares of the values in a range. The syntax is: **SUMSQ(number1, number2, ...)**. For example, **SUMSQ(A1:A10)** returns the sum of the squares of the values in A1:A10.

Examples of Summing Selected Data

Category	Product	Price	Quantity	Total
Electronics	Smartphone	\$100	50	\$5,000
Electronics	Laptop	\$1,000	10	\$10,000
Electronics	Tablet	\$500	20	\$10,000
Electronics	Smartwatch	\$200	50	\$10,000
Electronics	Headphones	\$100	100	\$10,000
Electronics	Smart TV	\$1,500	10	\$15,000
Electronics	Gaming Console	\$300	50	\$15,000
Electronics	Smartwatch	\$200	50	\$10,000
Electronics	Smartwatch	\$200	50	\$10,000
Electronics	Smartwatch	\$200	50	\$10,000

Formula: **=SUMIF(A2:A10, "Electronics", B2:B10)** returns \$50,000.

Examples of Being Precise

Happy Toys wants to get a better price on its products. It has a list of products and their prices. It wants to round the prices up to the nearest whole number.

Formula: **=ROUNDUP(A2:A10, 0)** returns 100, 150, 200, 250, 300, 350, 400, 450, 500.

Examples of Being Precise

Product	Price	Quantity	Total
Smartphone	\$100	50	\$5,000
Laptop	\$1,000	10	\$10,000
Tablet	\$500	20	\$10,000
Smartwatch	\$200	50	\$10,000
Headphones	\$100	100	\$10,000
Smart TV	\$1,500	10	\$15,000
Gaming Console	\$300	50	\$15,000
Smartwatch	\$200	50	\$10,000
Smartwatch	\$200	50	\$10,000
Smartwatch	\$200	50	\$10,000

Formula: **=ROUNDUP(A2:A10, 0)** returns 100, 150, 200, 250, 300, 350, 400, 450, 500.



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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