

Excel® Formulas & Functions

Quick Reference Guide

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About Formulas and Functions

Formulas and Functions Terminology

Formulas are expressions that combine values, cell references, operators, and functions to perform calculations. They always start with an equal sign (=) and can include various elements such as numbers, text, cell references, and operators. For example, the formula **=A1+B1** adds the values in cells A1 and B1. **Functions** are predefined formulas built into Excel that perform specific operations or calculations. Functions are expressed as: **function_name(arguments)**, where "function_name" represents the specific function to use, and "arguments" are the inputs or data on which the function operates. For example, to write a formula using the SUM function to add the values of cells A1 through A5, type **=SUM(A1:A5)**.

Arguments are the values used by a function. Arguments can refer to individual cells or cell ranges and must be enclosed within parentheses. Separate multiple arguments for a function with commas. An argument can also be another function (creating a nested function).

Constants are unchanging values. For example, the formula **=SUM(A1:A5)*10** always multiplies the sum of cell values in cells A1 through A5 by the value 10, which is the constant.

Operators are symbols specifying a calculation to perform, like addition, subtraction, or multiplication. **References** identify either a cell, cell range, or named range of cell values to calculate. A single cell range is referred to by its upper-left and lower-right cell address, separated by a colon symbol. E.g. **A1:A5** refers to cells A1 through A5. Separate multiple, non-adjacent cell references with commas. E.g. **A1,B5:C7** refers to cells A1 and also B5 through C7.

Basic Formula Structure

Use **simple formula syntax** to perform multiple mathematical calculations on multiple cells. Use **ranged formula syntax** to perform a single mathematical function over multiple cells.

Simple Formula Syntax

=B2+B3+B4+B5

- 1. **"Equal" Sign** (starts every formula)
- 2. **Mathematical Operators**
- 3. **Argument (Cell Addresses)**

Mathematical Operators:
+ Addition - Subtraction * Multiplication
/ Division % Percentage ^ Exponentiation

[] Determines the order of precedence. Designated operations are performed from left to right with anything in parentheses calculated first, then exponentiation, then multiplication and division, and finally addition and subtraction.

Ranged Formula Syntax

=SUM(B2:B5)

- 1. **"Equal" Sign** (starts every formula)
- 2. **Function** (Sum, Average, Min, Max, etc.)
- 3. **Argument (Cell Range)** (in parentheses)

Additional Symbolic Notation:
1. Used to separate the first and last cells in a range
2. Used to separate items in a list. E.g. A1:B3, C4:D5
3. Used to denote an absolute reference

The Formula Bar

The Formula Bar appears below the Ribbon in Excel and is used to input, edit, and view formulas in the currently selected cell in a worksheet.



Creating a Formula

1. Select the cell in which to enter the formula.
2. Type the equal sign (=) to start the formula.
3. Type the rest of the formula.
4. Press the "Enter" key or the "Enter" button in the Formula Bar.

Cell Referencing and Naming

Standard Cell Referencing

To reference a cell manually in a worksheet, type the column and row intersection that references the cell, without spaces. For example, the cell at the intersection of column A, row 10, is referred to as A10.

Relative vs. Absolute Cell References

A relative reference (e.g. B2) changes when copied and pasted to a new location and maintains the relative position of the referenced cell(s) to the formula cell. Example: If a formula in cell H5 that adds cells "C5" through "G5" is copied and pasted into cell H6, it would add cells "C6" through "G6". **An absolute reference** (e.g. \$A\$1) remains the same when copied and pasted to a new location and references the original cells. Change any cell reference in a formula into an absolute reference by placing a dollar sign (\$) in front of both the column letter and the row number in the cell reference.

To toggle between absolute, mixed, and relative references, select a cell reference and press "F4."

Referencing Cells in Different Worksheets

Use **3D formula syntax** to calculate information from multiple worksheets. Exclamation points separate sheet names from cell references. For example, to sum the values of cell B2 in Sheet1, Sheet2, and Sheet3:

=SUM(Sheet1:Sheet3!B2)

- 1. **"Equal" Sign** (starts every formula)
- 2. **Function** (Sum, Average, Min, Max, etc.)
- 3. **Cell Range** (always enclosed in parentheses)
- 4. **Sheet Reference** (sheet name)

Additional 3D Formula Syntax Symbols:
1. Used to separate sheet name from cell reference
2. Used to denote an absolute value
3. Used to separate sheet names in ranged 3D formulas
4. Used to separate individual sheets/cell references from each other. E.g. =SUM(Sheet1!B2,Sheet2!B2,Sheet3!B2)

Naming Cells and Cell Ranges

Name a cell or range of cells to enhance the clarity and readability of formulas, more easily reference and understand data, and simplify formula creation. For example, **=AVERAGE(C6:C8)** is clearer than **=AVERAGE(C6:C8:C6)**.

Creating a Named Range

Name rules:

1. Must begin with a letter, underscore, or backslash.
2. Remaining characters must be alphanumeric, a period, or an underscore.
3. No spaces or cell references.
4. 255 maximum characters.
5. Names are not case sensitive.

To create a name:

1. Select the cell(s) to be named.
2. Type the name into the Name Box in the Formula Bar and press "Enter," or click the "Define Name" button in the "Defined Names" group on the "Formulas" tab in the Ribbon, type a name, and click the "OK" button.

Limiting the Scope of a Name

By default, you can reference a named range on any worksheet within a workbook. Use scope to limit the use of the named range to a single worksheet.

1. Select the cell(s) to be named.
2. Click the "Define Name" button in the "Defined Names" group on the "Formulas" tab in the Ribbon.
3. Select the worksheet to which to limit the name from the "Scope" drop-down, enter the name, and click the "OK" button.

Creating Multiple Names at Once

Use row or column labels to create named ranges.

1. Select the data and the labels.
2. Click the "Create from Selection" button in the "Defined Names" group on the "Formulas" tab in the Ribbon.
3. Select which values to use as names ("Top row," "Left column," etc.) and click "OK."



Creates seven named ranges. One for each column and row of data, plus "YTDSales" for B2 through D4.

Selecting a Named Range

Click the arrow to the right of the Name Box in the Formula Bar and select the name.

Using a Range Name in a Formula

Type the name directly into the formula. Or, press the "F3" key, select the name, and click "OK." Or, click the "Use in Formula" button in the "Defined Names" group on the "Formulas" tab in the Ribbon, then select the name.

Managing Range Names

1. Click the "Name Manager" button in the "Defined Names" group on the "Formulas" tab.
2. To sort names, click the column headings to switch between ascending and descending order.
3. To filter names, click the "Filter" button and select a filter. To remove it, select "Clear Filter."
4. To change the cells to which the name refers, select the name, make changes in the "Refers to" field, then click the "Accept" button.
5. To change a name, select it, click the "Edit" button, make changes, then click "OK."
6. To delete a name, select it, click the "Delete" button, then click "OK" to confirm.
7. Click the "Close" button.

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Business Analytics Stephen G. Powell, Kenneth R. Baker, 2019-01-07 Now in its fifth edition Powell and Baker's Business Analytics The Art of Modeling with Spreadsheets provides students and business analysts with the technical knowledge and skill needed to develop real expertise in business modeling In this book the authors cover spreadsheet engineering management science and the modeling craft The briefness accessibility of this title offers opportunities to integrate other materials such as cases into the course It can be used in any number of courses or departments where modeling is a key skill

Medical-Surgical Nursing - E-Book Donna D. Ignatavicius, M. Linda Workman, Cherie R. Rebar, Nicole M. Heimgartner, 2020-10-01 Master the essential medical surgical nursing content you'll need for success on the Next Generation NCLEX Exam NGN and safe clinical practice Medical Surgical Nursing Concepts for Interprofessional Collaborative Care 10th Edition uses a conceptual approach to provide adult health knowledge and help you develop the clinical nursing judgment skills that today's medical surgical nurses need to deliver safe effective care Iggy emphasizes three emerging trends in nursing interprofessional collaborative care concept based learning and clinical judgment and systems thinking trends that will ground you in how to think like a nurse and how to apply your knowledge in the classroom simulation laboratory and clinical settings A perennial bestseller Iggy also features NCLEX Exam style Challenge and Mastery questions to prepare you for success on the NGN Consistent use of interprofessional terminology promotes interprofessional collaboration through the use of a common healthcare language instead of using isolated nursing specific diagnostic language UNIQUE Enhanced conceptual approach to learning integrates nursing concepts and exemplars providing a foundation in professional nursing concepts and health and illness concepts and showing their application in each chapter Unparalleled emphasis on clinical reasoning and clinical judgment helps you develop these vital skills when applying concepts to clinical situations Emphasis on QSEN and patient safety focuses on safety and evidence based practice with Nursing Safety Priority boxes including Drug Alert Critical Rescue and Action Alert boxes Direct easy to read writing style features concise sentences and straightforward vocabulary Emphasis on health promotion and community based care reflects the reality that most adult health care takes place in environments outside of high acuity hospital settings **People**

Analytics Pratyush Banerjee, Jatin Pandey, Manish Gupta, 2025-07-28 This book addresses the topic of people analytics focusing especially on demystifying analytics for managers from both statistical and computing points of view It presents the evolution and the importance of people analytics in today's workforce management and highlights the motivation for studying business analytics shows the different levels of analytic maturity and discusses real world success stories of business analytics in action through case studies The volume provides the readers with a step by step guide to analyze data and interpret the results for strategy formulation Each chapter of the book includes a vignette data driven exercises provided in a companion website and real world case studies The authors also introduce the readers to data visualization software

Microsoft Power BI as well as elaborates on how to use Tableau Desktop This book would be useful to the students of human resource management organizational behaviour marketing management business research methods applied psychology social work and sociology It would also serve as very good handbook for practicing business executives helping them to implement data analytics for effective decision making in all kinds of business situations around the world **Data**

Visualization and Statistical Literacy for Open and Big Data Prodromou, Theodosia,2017-03-20 Data visualization has emerged as a serious scholarly topic and a wide range of tools have recently been developed at an accelerated pace to aid in this research area Examining different ways of analyzing big data can result in increased efficiency for many corporations and organizations Data Visualization and Statistical Literacy for Open and Big Data highlights methodological developments in the way that data analytics is both learned and taught Featuring extensive coverage on emerging relevant topics such as data complexity statistics education and curriculum development this publication is geared toward teachers academicians students engineers professionals and researchers that are interested in expanding their knowledge of data examination and analysis *Modeling Innovation Sustainability and Technologies* Albertina Dias,Bror Salmelin,David Pereira,Miguel Sales Dias,2018-02-01 This book gathers a diverse range of novel research on modeling innovation policies for sustainable economic development based on a selection of papers from a conference on modeling innovation systems and technologies MIST It aims at encouraging interdisciplinary and comparative approaches bringing together researchers and professionals interested in sustainable economic technological development and open innovation as well as their dissemination and practical application The respective contributions explore a variety of topics and cases including regional innovation policy the effects of open innovation on firms innovation and sustainability in tourism and the use of information and communication technologies All chapters share a strong focus on new research and innovation methodologies in keeping with the Experimentation and Application Research EAR and Open Innovation 2 0 principles [Applying Data Science](#) Gerhard Svolba,2017-03-29 See how data science can answer the questions your business faces Applying Data Science Business Case Studies Using SAS by Gerhard Svolba shows you the benefits of analytics how to gain more insight into your data and how to make better decisions In eight entertaining and real world case studies Svolba combines data science and advanced analytics with business questions illustrating them with data and SAS code The case studies range from a variety of fields including performing headcount survival analysis for employee retention forecasting the demand for new projects using Monte Carlo simulation to understand outcome distribution among other topics The data science methods covered include Kaplan Meier estimates Cox Proportional Hazard Regression ARIMA models Poisson regression imputation of missing values variable clustering and much more Written for business analysts statisticians data miners data scientists and SAS programmers Applying Data Science bridges the gap between high level business focused books that skimp on the details and technical books that only show SAS code with no business context **Automating SOLIDWORKS 2021 Using Macros** Mike

Spens,2021-03-18 Engineers working with SOLIDWORKS are often faced with tedious repetitive work that can consume a lot of time but it doesn't have to be this way One of the most exciting aspects of SOLIDWORKS is its robust programming interface or API The SOLIDWORKS API allows you to write code that can perform almost any series of actions for you SOLIDWORKS was built from the ground up to automate and in this book you will learn how to take advantage of these powerful tools to speed up your work Automating SOLIDWORKS 2021 Using Macros is designed as a tutorial to help beginner to intermediate programmers develop macros for SOLIDWORKS Experience with programming isn't required The book starts with a new chapter on the fundamentals of Visual Basic NET and the SOLIDWORKS API to make the learning process easier for beginners The rest of the book introduces you to developing macros using the SOLIDWORKS API The book concludes with a chapter dedicated to some of the author's favorite source code for you to use as the basis for typical automation procedures The focus of this book is primarily on the Visual Studio Tools for Applications VSTA macro interface It covers many of the major API functions through practical use cases It will teach you the fundamentals of Visual Basic NET as well as SOLIDWORKS SOLIDWORKS PDM Professional SOLIDWORKS Document Manager and Excel API functions Author Mike Spens has been professionally developing macros for SOLIDWORKS for more than a decade He has helped numerous companies develop their own programs and streamline their workflows If you want to learn how to develop your own macros for SOLIDWORKS following best practices and using well-written code then this is the perfect book for you [1993 Applications Reference Manual Analog Devices, inc,1993](#) **User's Guide to the Population, Resources, Environment and Development Databank (PRED Bank, Version 2.1)** United Nations. Department of Economic and Social Affairs. Population Division,1998 This user's guide takes you through the steps on how to use both the PRED Databank PopMap software It also gives a detailed description of the PRED Bank data set The Population Resources Environment Development Databank PRED Databank version 2 1 presents data series dealing with various aspects of population the labour force economic growth agriculture natural resource use their trends from 1961 to 1990 The PopMap Retrieval System PopMap version 3 01 which accompanies the database makes it possible to generate thematic maps of PRED Bank variables to manipulate data save selected data in a choice of data formats **Pulp & Paper Canada Reference Manual & Buyers' Guide** ,1977 *Labor Relations Reference Manual* ,1996 **Reference Book of Corporate Managements** Dun and Bradstreet, inc,1994 **D&B Reference Book of Corporate Managements** ,1998 **D&B Healthcare Reference Book** ,1999 *Pulp & Paper Magazine of Canada Reference Manual & Buyers' Guide* ,1973 [Microsoft Excel](#) Microsoft,1985 **AACN Essentials of Progressive Care Nursing, Fifth Edition** Sarah A. Delgado,2023-10-13 A Doody's Core Title for 2024 The standard bearer of critical care nursing guides this succinct comprehensive resource delivers the most current concepts for treating adult critically ill patients and their families This engaging evidence based guide provides everything nurses and students need to know to provide safe effective progressive care Endorsed by the American

Association of Critical Care Nurses AACN and written by top experts in the field this peer reviewed guide covers all the essential details on the care of adult progressive care patients and their families Supported by helpful tables and algorithms the book s practical building block organization starts with the basics before proceeding to more complex concepts Whether you re going through orientation on the hospital floor or you re enrolled in critical care courses AACN Essentials of Progressive Care Nursing helps you care for every progressive care patient AACN Essentials of Progressive Care Nursing Fifth Edition is divided into four sections The Essentials presents information you need to provide safe competent nursing care to the majority of progressive care patients with a wide range of underlying diagnoses Pathological Conditions covers pathologic conditions and management strategies commonly encountered among adult progressive care patients Advanced Concepts offers advanced progressive care concepts to support the delivery of specialized care Key Reference Information features normal laboratory and diagnostic values summary tables of cardiac rhythms ECG characteristics and treatment guides and new crisis standards of care content *Snow's Pathfinder Railway Guide* ,1907 *Floor Plan Manual* Jeremy Hoskyn,Tanja Reimer,Zurich (Switzerland : Canton). Amt für Hochbauten,2017 This imposing densely packed volume features no less than 62 architectural competitions and 570 project proposals Not just a compilation of floor plans from award winning residential projects in Zurich between 1999 and 2015 it also documents a wide range of innovative floor plan types The designs both challenge and develop established or orthodox layouts while also promoting the examination of unconventional and creative concepts in order to test their suitability and function In this way with its more than 1200 floor plans the compendium invites the reader to discover diverse approaches to envisioning space for living Research Results Digest ,2015

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