

# 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.



- 1 Name Box (address or name of active cell)
- 2 Formula Bar Buttons
- 3 Formula Input Area
- 4 Expand/Collapse Formula Bar

#### 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:C8)**.

#### 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.

Teachu**COMP**, Inc.



[www.teachucomp.com](http://www.teachucomp.com)

[info@teachucomp.com](mailto:info@teachucomp.com)

877.925.8080

# Excel 2015 Reference Guide

**Jiyuan Zhang**



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**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

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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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