

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

- 1** Formula: A calculation that returns a result.
- 2** Function: Predefined formulas that perform an operation on values in a cell or range of cells.
- 3** Argument: The values that are used in a formula to calculate a result.
- 4** Constant: A value that does not change.
- 5** Operator: Symbols that are used to perform operations on values in a formula.
- 6** Reference: A cell, range of cells, or named range that is used in a formula to refer to data.

Being Precise (Rounding)

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

ROUNDUP and ROUNDDOWN

ROUNDUP rounds a number up to the nearest integer, and **ROUNDDOWN** rounds a number down to the nearest integer.

Improving Clarity with Range Names

Use range names to make formulas easier to read and understand. The syntax is: **=range_name**. For example, **=SUM(Sales)** is clearer than **=SUM(B2:B10)**.

Conditionally Summing Data

Use the SUMIF function to sum values based on a single criteria. The syntax is: **SUMIF(criteria_range, criteria, sum_range)**.

Examples of Summing Selected Data

Product	Quantity	Price	Total
Apples	100	0.50	50.00
Bananas	50	0.75	37.50
Oranges	75	0.60	45.00
Pears	25	0.80	20.00
Apples	100	0.50	50.00

Formula: **=SUMIF(B2:B6, "Apples", C2:C6)** returns 50.00.

Only Return One Way

Use the MAX function to return the maximum value from a range of cells. The syntax is: **MAX(number1, [number2], ...)**.

Examples of Being Precise

Happy Toys wants to set Canada prices. Marketing is pricing items for the Canadian market. The following table shows the current prices for items sold in the US and the new prices for the Canadian market.

Item	US Price	CA Price
1	10.00	10.00
2	15.00	15.00
3	20.00	20.00
4	25.00	25.00
5	30.00	30.00
6	35.00	35.00
7	40.00	40.00
8	45.00	45.00
9	50.00	50.00
10	55.00	55.00

Formula: **=ROUND(US_Price, 0)** rounds the US price to the nearest integer.

Creating Logical Statements with AND

Use the AND function to test whether multiple conditions are met. The syntax is: **AND(logical1, [logical2], ...)**.

Examples of Logical Statements

Product	Quantity	Price	Total
Apples	100	0.50	50.00
Bananas	50	0.75	37.50
Oranges	75	0.60	45.00
Pears	25	0.80	20.00

Formula: **=AND(B2:B6, C2:C6)** returns TRUE if all cells in the range contain values.



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.

Book Information

Pamphlet: 4 pages

Publisher: Beezix Inc. (April 15, 2011)

Language: English

ISBN-10: 1936220253

ISBN-13: 978-1936220250

Product Dimensions: 11 x 8.5 x 0.4 inches

Shipping Weight: 0.3 ounces (View shipping rates and policies)

Average Customer Review: 4.5 out of 5 stars [See all reviews](#) (144 customer reviews)

Best Sellers Rank: #25,199 in Books (See Top 100 in Books) #14 in [Books > Computers & Technology > Software > Microsoft > Microsoft Excel](#) #17 in [Books > Computers & Technology > Software > Microsoft > Microsoft Office](#)

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

[Download to continue reading...](#)

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)
Microsoft Excel 2013 Functions & Formulas Quick Reference Card (4-page Cheat Sheet focusing

on examples and context for intermediate-to-advanced functions and formulas- Laminated Guide)
Microsoft Excel 2016 Business Analytics & Power BI Quick Reference Guide - Windows Version
(4-page Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Guide) Microsoft Excel 2010
Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated
Card) Microsoft Excel 2010 Tables, PivotTables, Sorting & Filtering Quick Reference Guide (Cheat
Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Access 2010 Intermediate
Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft
Word 2010 Advanced Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts -
Laminated Card) Microsoft Excel 2013 Introduction Quick Reference Guide (Cheat Sheet of
Instructions, Tips & Shortcuts - Laminated Card) Microsoft Access 2010 Introduction Quick
Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Word
2010 Templates & Macros Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts -
Laminated Card) Microsoft Word 2010 Mail Merge & Forms Quick Reference Guide (Cheat Sheet of
Instructions, Tips & Shortcuts - Laminated Card) Microsoft Word 2010 Introduction Quick Reference
Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Outlook 2010
Calendar, Contacts, Tasks Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts -
Laminated Card) Microsoft PowerPoint 2010 Introduction Quick Reference Guide (Cheat Sheet of
Instructions, Tips & Shortcuts - Laminated Card) Microsoft PowerPoint 2013 Advanced Quick
Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Word
2013 Advanced Quick Reference: Styles & Long Documents (Cheat Sheet of Instructions, Tips &
Shortcuts - Laminated Card) Excel: The Complete Beginners Guide - Boost Your Productivity And
Master Excel In Just 24 Hours! (Excel, Microsoft Office, MS Excel 2016) EXCEL: Strategic Use of
the Calc Spreadsheet in Business Environment. Data Analysis and Business Modeling (Functions
and Formulas, Macros, MS Excel 2016, Shortcuts, Microsoft Office) Microsoft Word 2013 Templates
& Forms Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card)
Microsoft Word 2007 Mail Merge & Forms Quick Reference Guide (Cheat Sheet of Instructions, Tips
& Shortcuts - Laminated Card)

[Dmca](#)