

Excel® 2010 Functions & Formulas

Glossary

- 1** Formula: An equation in a cell that results in a new value.
- 2** Function: Pre-built formula that performs an operation on values resulting in one or more values.
- 3** Argument: The values used by a function. Can be another function (creating a nested function).
- 4** Constant: An unchanging value.
- 5** Operator: Symbol specifying a calculation to perform. The order of precedence for symbols is:
- Arithmetic: + Negative, % Percent, ^ Exponentiation, * and / Multiplication and division, + and - Addition and subtraction
 - Comparison: = Equals, < Less than, > Greater than, <= Less than or equal to, >= Greater than or equal to, <> Does not equal
- 6** Reference: A cell, range of cells, or a name that represents a value or cell(s). The order of precedence for references is:
- : (colon) Range
 - (space) Intersection
 - , (comma) Union

Conditionally Summing Data

The traditional **Sum()** and **Count()** functions can be extended with **SUMIF()** and **COUNTIF()** to only sum or count data that match certain criteria.

=SUMIF(range, criteria, sum_range)

=COUNTIF(range, criteria)

Sums or counts only numbers in **range** that match **criteria**. Optional **sum_range** allows cells summed to be in a different range than cells matching criteria. e.g. =SUMIF(B1:B5, "<0") results in -8 if B1:B5 = 1, -2, 3, -6, 10.

Examples of Summing Selected Data

A toy manufacturer, Happy Toys, uses **SUMIF** to track worldwide shipment costs by country.

	A	B	C	D
2	Country	Shipment Cost		105.615
3	US	1,098.00		US Shipping
4	Canada	3,674.00		\$3,571.00
5	US	2,473.00		
6	India	8,674.00		
7	Japan	10,632.00		
8	India	8,980.00		

CELL D4 = \$3,571.00 because
=SUMIF(B3:B8, "US", C3:C8) finds all "US" cells in B3:B8 then sums their C3:C8 counterparts.

Being Precise (Rounding)

Use Excel's 12 rounding functions when cells display slightly different values than what is actually stored. For example, **ROUND** reduces the confusion when Excel sums a column of numbers with decimals to a different total than if you summed them manually.

Round Up or Down to a Multiple

=ROUND(number, number of digits)

Rounds to nearest integer, decimal place or multiple of ten. Rounds a **number** to specified **number of digits** where **number** can refer to a cell and **number of digits** can be 0 = round to nearest integer
Positive = round to decimal places
Negative = round to multiples of ten. Rounds up if the portion to be rounded is >= 5.
e.g. =ROUND(2.4376, 2) rounds 2.4376 to 2 decimal places or 2.44
=ROUND(67,562.34, -2) rounds 67,562.34 to the nearest 100, or 67,600.

=MROUND(number, multiple)

Rounds to a specified multiple.
Rounds a positive **number** up and away from 0 if the remainder of dividing **number** by **multiple** is >= half of **multiple**. Also rounds up and away from 0 if negative, producing a larger negative.
A positive **number** must have a positive **multiple** and a negative **number** a negative **multiple**.
e.g. =MROUND(3.4376, 2) rounds 3.4376 up to the nearest multiple of 2 returning 4.
=MROUND(-67,562.34, -0.2) rounds -67,562.34 up to the nearest multiple of -0.2 returning -67,562.4.

Only Round One Way

=ROUNDUP(number, number of digits)

Same as **ROUND** but always rounds up and away from 0. **ROUNDDOWN** always rounds down and toward zero.

=CEILING(number, significance)

Same as **ROUND** except always rounds up unless number is negative and significance is positive. e.g.
CEILING(10.1, 2) = 12
CEILING(-9.9, 2) = -8
CEILING(15.1, -2) = -12
FLOOR is a similar function that rounds down.

=CEILING.PRECISE(number, significance)

Same as **CEILING** but always rounds up. **FLOOR.PRECISE** is the same as **FLOOR** but always rounds down.

=EVEN(number)

Same as **ROUND** but always rounds away from zero to the nearest even integer. ODD always rounds away from zero to the nearest odd integer.

=INT(number)

Rounds **number** down to the nearest integer.

Improving Clarity with Range Names

Use range names to help understand and manage cell references within a function. Functions are much easier to understand if their references display as words instead of numbers and letters. For example, the intention of the formula =AVERAGE(B3:B7) becomes clear when =AVERAGE(PurchasePrice) is used.

Name Rules

1. First character of a cell name must be a letter, underscore or backslash.
2. Remaining characters must be alphanumeric, a period or an underscore.
3. Do not use spaces, cell references (e.g. A100, B2C3), just "C", "C", "R", or "r".
4. Restrict name length to 255 characters.
5. Names are not case sensitive.

Creating a Name

Simple names can be created via the worksheet's Name Box. Otherwise, the **FORMULAS, DEFINE NAME** method is preferred.

SCOPE is used within the **DEFINE NAME** method to limit the worksheet(s) within which the name is valid allowing the same name to be used on different worksheets. Also, SCOPE can restrict a name's use to a different worksheet than the cells it refers to.

1. To create a range name select the cell(s) to name.
2. Choose **FORMULAS, then [Go To Name]**.
3. Type a name for the range and optionally select the SCOPE. Add a **COMMENT** (optional) then press <Enter>.

Names for constants or formulas are created in the same way except they must be preceded by = in REFERS TO. The Name Box shows the active cell address or, if defined, the range name.



Creating Several Names at Once

Labels for rows or columns of existing data can be used to create named ranges. Labels can be above, below, left or right of the data.

1. Select existing data and the labels.
2. Choose **FORMULAS, then [Go To Create from Selection]**.
3. Specify which part of the selection to use as names, e.g. Top Row and/or Left Column. [Click] OK.

For example:

	A	B	C	D
1	YTD Sales	Qtr1	Qtr2	Qtr3
2	East	123	551	844
3	Central	213	541	779
4	West	888	429	512

Creates 7 named ranges. One for each column and row of data, plus a range called YTD Sales for B3:D4.

Examples of Being Precise

Happy Toys wants to set Canadian prices. Multiplying US prices by the exchange rate may not be market smart. Rounding up is always better for the bottom line so **ROUND** and **MROUND** are abandoned in favor of **CEILING**. Additional tinkering is required to satisfy Marketing's desire for Canadian prices to always end in 99.

CELL B6: =B3*C3 results in 19.551.

CELL B7: =ROUND(B6*C3, 0) results in 19.60. Cell B6 is rounded to the nearest single decimal.

CELL B8: =MROUND(B6*C3, 0.5) results in 19.50. Cell B6 is rounded to the nearest 50 cents.

CELL B9: =CEILING(B3*C3, 0.5) results in 20.00. Cell B6 is rounded up to the nearest 50 cents.

CELL B10: =CEILING(B3*C3, 0.5)-0.01 results in 19.99. One penny is subtracted from cell B9. This is the price selected by Marketing.

	A	B	C
2	US Prices	Ex Rate	
3	19.19	1.0188	
4			
5	Canadian Prices	Function Used	
6	19.551		
7	19.60	ROUND	
8	19.50	MROUND	
9	20.00	CEILING	
10	19.99	CEILING	

Cheat Sheet Excel 2010

John Broberg



Cheat Sheet Excel 2010:

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Microsoft Excel 2000 Rick Winter, 1999 This cheat sheet provides a knowledge base needed to ready for the Excel 2000 MOUS exam Each chapter is designed to introduce explain and teach necessary skills to pass certification including hands on practice labs requiring usage of learned skills Highlighted text and margin notes denote special interest topics from the author Web sites features more practice exercises

Metaphor Studies: Theories, Methods, Approaches, and Future Perspectives Ilaria Rizzato, Valentina Cuccio, Aletta Gesina Dorst, 2024-12-12 Metaphor has been studied as a linguistic conceptual and communicative phenomenon in a wide range of disciplines including linguistics literary studies philosophy education political science media studies communication science psychology and neurosciences While the Cognitive Theory of Metaphor has dominated the field since the cognitive turn in the 1980s alternatives have been proposed including the Neural Theory of Metaphor the Relevance Theory Approach the Complex Systems Approach and the Dynamic Systems Approach Though studies are still often text based there is a growing body of research on visual metaphor multimodal metaphor and gestural metaphor as well as experimental research ranging from studies on metaphor processing and comprehension to studies in NLP and machine learning Metaphor Studies is thus a highly interdisciplinary field that encompasses a myriad of theories approaches and methods In current metaphor research each of these strands is facing new challenges and offering new venues of cutting edge research using state of the art technologies Researchers tend to focus on their own research areas and provide in depth views within the scope of their own disciplines Metaphor Studies do not seem to escape this phenomenon in spite of the large number of disciplines they draw on ranging from linguistics to psychology to the theory of science Hence there seem to be little cooperation and communication

across different fields methods and approaches having metaphors and figurative language as their main object of investigation This Research Topic aims to promote cross fertilization among the many research areas involved in Metaphor Studies thus bringing together different methods and perspectives and offering a comprehensive overview of the possible research scenarios *Excel for Microsoft 365 Reference and Cheat Sheet* i30 Media,2021-03-22 Do you need a quick reference for Excel for Microsoft 365 The four panel Excel for Microsoft 365 Reference Cheat Sheet contains tips examples and screenshots of basic Excel functions and features A list of keyboard shortcuts for Windows and macOS is also included Fully recyclable and designed for readability **Microsoft Excel 2007 Basic Cheat Sheet** Chris Le Roy,2009 PC World ,1999 **Office 2010 and 2007 Shortcuts Quick Reference Guide (Cheat Sheet of Keyboard Shortcuts-Laminated Card)** Beezix, Inc Staff,2010-11-01 Laminated quick reference guide specializing in keyboard shortcuts for Microsoft Office 2010 and 2007 products Word Excel and PowerPoint This guide is suitable as a training handout or simply an easy to use reference guide for any type of user Shortcuts for the following topics Word Text Selection Shortcuts Movement Shortcuts Special Characters Switching Views Formatting Shortcuts Deleting Words and Other Shortcuts Excel Selection Shortcuts Movement Shortcuts Formatting Shortcuts Date Time Shortcuts Copying Shortcuts Formula Shortcuts Print Preview Shortcuts Special Characters and Other Shortcuts PowerPoint Slide Show Shortcuts Media Shortcuts Rehearsing Shortcuts Outline View Shortcuts and Other Shortcuts Common Shortcuts for Word Excel and PowerPoint Also includes instructions for customizing the Quick Access Toolbar and the Status Bar **Office 2010 For Dummies** Wallace Wang,2010-04-07 The latest edition of one of the bestselling Microsoft Office books of all time Spend less time figuring out Word Excel PowerPoint Outlook and Access and more time working on actual projects with this new edition of Office 2010 For Dummies Filled with straightforward friendly instruction this book gets you thoroughly up to speed and it actually makes doing Office work fun First learn all the basics then how to add more bells and whistles including how to spice up your Word documents edit Excel spreadsheets and create formulas add sound to your PowerPoint presentation and much more Helps you harness the power of Microsoft Office 2010 and all of its new functionality the book covers Word Excel PowerPoint Outlook and Access Explains and instructs in the straightforward friendly For Dummies style that makes instruction more accessible and skill building easier Covers typing and formatting text in Word and spicing up your documents Shows you how to navigate and edit an Excel spreadsheet create formulas and chart and analyze Excel data Demonstrates how to create a PowerPoint presentation and add color sound and pictures Explores Outlook including configuring e mail storing contacts organizing tasks scheduling your time and setting appointments Delves into designing Access databases including editing modifying searching sorting and querying also covers viewing and printing reports and more Be ready to take full advantage of Microsoft Office 2010 with this fun and easy guide

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