

# 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 operations. 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

④ ⑤ 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 Syntax Symbols:  
④ Used to separate the first and last cells in a range  
⑤ Used to separate items in a list. E.g. A1:B3, C4:D9  
⑥ 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 H3 that adds cells "C5" through "G5" is copied and pasted into cell H6, it would add cells "D5" through "G5."

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:  
⑤ Used to separate sheet name from cell reference  
⑥ Used to denote an absolute value  
⑦ Used to separate sheet names in ranged 3D formulas  
⑧ Used to separate individual sheet/cell references from each other. E.g. =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(Cost) is clearer than =AVERAGE(\$C\$1:\$C\$12).

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## 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. [Define Name]
3. Select the "OK" button. [OK]

## 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. [Define Name]
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. [Create from Selection]
3. Select which values to use as names ("Top row," "Left column," etc.) and click "OK." [Example]



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. [Name Box]

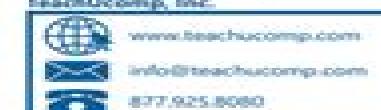
## Using a Range Name in a Formula

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. [Use in Formula]

## 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." [Clear]
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. [OK]
5. To change a name, select it, click the "Edit" button, make changes, then click "OK." [OK]
6. To delete a name, select it, click the "Delete" button, then click "OK" to confirm. [Delete]
7. Click the "Close" button. [Close]

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# Excel Formula Guide

**Kate Chase**

## **Excel Formula Guide:**

**Excel Formulas and Functions : the Complete Excel Guide for Beginners** Harjit Suman,2019-10-12 Excel is one of the most used Microsoft Office packages in the workplace It is part of our daily lives however most people do not know its full capabilities If you truly want to get the most out of Excel then you need to master Excel formulas and functions There are over 400 in built functions in Excel but how do you know which ones to use in your worksheets Well Excel Formulas and Functions The Complete Excel Guide For Beginners will explain the best Excel functions to use in your worksheets as well as how to construct the formulas This definite Excel formulas and functions book includes A step by step guide on how to construct a simple Excel formula Tips on how to create more efficient formulas How the order of operator precedence in Excel Formulas work How to check formulas in your worksheets How to use the Excel Insert Function Formula Builder to make formulas easier to write How to copy formulas down columns and across rows using the Excel Autofill function How relative absolute and mixed cell references are used to construct formulas How to create summing and counting formulas using Excel functions such as SUMIF SUMIFS COUNTIF COUNTIFS COUNTBLANK How to create logical formulas using the IF OR AND functions How to create lookup formulas using Excel functions such as VLOOKUP HLOOKUP and combining the INDEX and MATCH functions together to create powerful lookups How to create text formulas by using Excel functions such as LEFT RIGHT MID CONCATENATE to manipulate text in your worksheets Great Excel hints and tips to help you become more efficient and save timeThis book comes with real life examples of why you would create Excel formulas in your worksheets You will learn How to sum values and count cells based on certain criteria Count only non blank cells in a range Count only numbers in a range Extract the maximum and minimum values from a range of numbers How to assign bonuses for Sales people if they have hit their sales targets How to extract product details from a product table How to assign grades to a list of students How to manipulate text by extracting certain characters from a text string Have you ever seen the curly brackets in formulas and wondered what they mean In this book you will learn they are used for array formulas and you will learn how to create one This is the definite Excel guide book on formulas and functions and a must read for beginners and intermediates who would like to learn more about Excel s powerful functions To truly better yourself you must invest in yourself Start now by buying this book

## **The Ultimate Excel Formula Guide: Quick Tips for Effortless Spreadsheet**

**Mastery** Sally Robles,2025-04-02 The Ultimate Excel Formula Guide Quick Tips for Effortless Spreadsheet Mastery This comprehensive guide unlocks the secrets of Excel formulas empowering you to navigate spreadsheets with unparalleled efficiency and precision Whether you re a seasoned pro or a beginner seeking to enhance your skills this book will become your indispensable companion Inside you ll discover A concise breakdown of essential formula syntax and functions Step by step demonstrations of commonly used formulas Practical tips and shortcuts to accelerate your workflow Troubleshooting techniques to resolve common formula errors With this guide by your side you ll effortlessly create dynamic spreadsheets

perform complex calculations and automate repetitive tasks Excel will no longer be an obstacle but a tool that empowers you to manage data and gain valuable insights with unprecedented ease This book is tailored to anyone who works with spreadsheets regardless of their skill level Whether you're a data analyst accountant student or simply someone who wants to elevate their productivity this guide will provide the knowledge and techniques you need to master Excel formulas and conquer the challenges of modern spreadsheets Mastering Excel formulas is a skill that will serve you well for years to come

**200+ Excel Formulas and Functions** Prof. Michael McDonald, 2023-05-23 Improve your daily work efficiency and productivity using Microsoft Excel

**KEY FEATURES** Get familiar with some of the most useful basic and advanced features in Excel Discover important Excel functions that can quickly and easily perform calculations and analysis Get tips and tricks to become an expert in spreadsheets

**DESCRIPTION** Microsoft Excel is one of the most significant and widely used tools in various professions and industries If you want to master Excel then this book is for you This book focuses on Excel formulas and functions that transform Excel from a simple spreadsheet into a dynamic and powerful analytics data source for business intelligence The book demonstrates the formulas and functions with examples big datasets and storytelling scenarios It explains how to use 200 Excel functions and formulas to create dynamic Excel dashboards filter relevant data and show informative and analyzed information The book also covers instructions on how to develop formulas by combining existing functions to obtain the necessary analysis After reading the book you will be well prepared to use Excel for personal and professional tasks ranging from analyzing data to making forecasts and organizing information

**WHAT YOU WILL LEARN** Build complex data driven models using the lookup and reference functions Learn how to speed up tedious and time consuming tasks with the user defined functions in Excel Use a wide range of financial functions to perform complex financial calculations Analyze data and perform various statistical calculations using the statistical functions Explore and work with different mathematical functions in Excel

**WHO THIS BOOK IS FOR** This book is for everyone who uses Excel daily It is also for business professionals researchers scientists statisticians and students who want to use Excel for managing and analyzing data

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Part 1 Excel Formula Fundamentals

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functions including formatting worksheets setting up formulas cell referencing excel shortcuts excel tips and tricks excel graph and charts etc Also you will learn to use the updated functions which include The SUM functions The AVERAGE Function The MAX functions The MIN functions The TEXTJOIN FUNCTION The LEN Function The COUNT functions The TRIM function The XLOOKUP function The SORT functions The UNIQUE function CONCATENATE TODAY NOW CONCAT FORMULA IFS FORMULA MAXIFS FORMULA MINIFS FORMULA SWITCH FORMULA To access all of these and lots more click the Buy Now button

**Excel Formulas and Functions** Ramirez Adam,2019-09-22

For many of us Excel is nothing more than a basic spreadsheet something we may use on the odd occasion but for some it is part of our daily lives Microsoft Excel is more than just a spreadsheet it is an essential tool for businesses In fact it would be fair to say that it is probably one of the most important tools that a business could have at its disposal Some of the best uses for Excel include extracting data into charts using it to identify problems and trends bringing all the data together from multiple files and other sources so it's all in one easy to use place and much more The basis of Excel lies in formulas and functions used for storing data and retrieving it for doing calculations and for analyzing data all in one simple grid format It is these formulas and functions that provide the biggest headaches for inexperienced users and that is what my guide is all about how to use them and a look at some of the most commonly used ones Given that there are more than 400 functions alone and not much less in the way of formulas I couldn't possibly go over every single one of them You don't need to know them all though Excel has a built in Function Wizard that helps you to get the best function for what you are doing and built in Formula Intellisense helps with formulas Without further ado let's immerse ourselves in the world of Excel formulas and functions

**Excel Formulas and Functions 2020**

Adam Ramirez,2020-06-21 Are you working on a project where you need to perform complex mathematical and financial operations Did you know you could use Excel to perform such calculations using the predefined functions and formulae Are you looking for a way to learn these functions better If you answered yes to any of the questions you have chosen the right book Microsoft Excel is an application that helps you save time and analyze data easily It has multiple predefined functions you can use to perform complex calculations and analysis and make your job easy A lot of people struggle to understand these functions for multiple reasons and therefore cannot use the application well Regardless of the industry you work in you must understand the use of these functions so you can improve your analysis and understanding of the data Use this book as your guide to understand different functions and formulae in Excel In this book you will learn about What Microsoft Excel is and its benefits The Formula Tab in Excel Types of Referencing Different functions in Excel Some tips and shortcuts To make it easy for you to learn these formulae there are several screenshots to guide you and make the functions easy for you If you want to learn more about how to use Excel click on the buy now button now and grab a copy of this book today

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Suparna Dasgupta, Dr. Soumyabrata Saha, Soumya Bhattacharyya,2025-04-12 This book serves as a comprehensive guide for beginners covering essential computer skills and programming fundamentals It introduces readers to the C programming language explaining key concepts such as data types control structures and functions Additionally the book provides step by step instructions on using Microsoft Word and PowerPoint making it an excellent resource for students and professionals looking to enhance their technical proficiency With a clear and structured approach this book bridges the gap between basic computer literacy and programming making it an ideal choice for learners who want to build a strong foundation in computing [Excel Formulas and Functions: For Complete Beginners, Step-By-Step Illustrated Guide to Master Formulas and Functions](#) William B. Skates,2019-03-13

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## Embracing the Tune of Term: An Emotional Symphony within **Excel Formula Guide**

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