

# 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

**Contents**

- 1. Formula: An equation in a cell that instructs Excel to calculate a value.
- 2. Formula Bar: The area where you enter a formula.
- 3. Argument: The values or cell references that a function uses.
- 4. Comment: A note that you can add to a cell.
- 5. Domain: The set of values that a function can accept.
- 6. Reference: A cell, range of cells, or a named range that is used in a formula.

### Being Precise (Rounding)

**ROUND(number, num\_digits)**  
Returns a number rounded to the specified number of digits.

**ROUNDUP(number, num\_digits)**  
Returns a number rounded up to the specified number of digits.

**ROUNDDOWN(number, num\_digits)**  
Returns a number rounded down to the specified number of digits.

### Improving Clarity with Range Names

1. Use descriptive names for ranges.  
2. Use range names in formulas instead of cell references.  
3. Use range names to make formulas easier to read.

### Using Range Names

1. Select the range of cells.  
2. Go to the Formulas tab, Name box, and click the Name box dropdown arrow.  
3. Click the Name box dropdown arrow, and click the Name box.  
4. Type the name for the range, and press Enter.

### Conditionally Summing Data

**SUMIF(criteria\_range, criteria, sum\_range)**  
Returns the sum of the cells in the range that meet the criteria.

**SUMIFS(criteria\_range1, criteria\_range2, criteria2, ...)**  
Returns the sum of the cells in the range that meet all the criteria.

### Examples of Summing Selected Data

Product	Quantity	Price	Total
Apples	100	1.50	150.00
Bananas	50	2.00	100.00
Oranges	75	1.20	90.00
Pears	120	0.80	96.00
Strawberries	30	3.00	90.00

**SUMIF** example: `=SUMIF(B2:B7, "Apples", C2:C7)` returns 150.00

**SUMIFS** example: `=SUMIFS(C2:C7, B2:B7, "Apples", D2:D7, ">100")` returns 150.00

### Examples of Being Precise

**ROUND** example: `=ROUND(1.23456, 2)` returns 1.23

**ROUNDUP** example: `=ROUNDUP(1.23456, 2)` returns 1.24

**ROUNDDOWN** example: `=ROUNDDOWN(1.23456, 2)` returns 1.23



## 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

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## 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

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