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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

- Formula:** A calculation or action that Excel performs on data.
- Function:** Predefined formulas that perform specific calculations on data in your worksheet.
- Argument:** The values entered by the user in a formula to calculate the result. For example, in the formula `=SUM(A1:A5)`, `A1:A5` is the argument.
- Context:** The location of the formula in the worksheet.
- Result:** The value that Excel calculates for the formula.

Conditionally Summing Data

The **SUMIF** and **SUMIFS** functions allow you to sum data based on one or more conditions.

SUMIF (range, criteria, [sum_range])

SUMIFS (range, criteria1, [range1], criteria2, [range2], ...)

Some examples of using these functions are shown below.

SUMIF Example:

Product	Units Sold
Apples	100
Bananas	200
Oranges	150
Pears	80
Apples	120

SUMIF Formula: `=SUMIF(B2:B7, "Apples", C2:C7)`

SUMIF Result: 220

SUMIFS Example:

Product	Units Sold	Category
Apples	100	Fruit
Bananas	200	Fruit
Oranges	150	Fruit
Pears	80	Fruit
Apples	120	Vegetable

SUMIFS Formula: `=SUMIFS(C2:C7, B2:B7, "Apples", D2:D7, "Fruit")`

SUMIFS Result: 220

Being Precise (Rounding)

The **ROUND**, **ROUNDUP**, and **ROUNDDOWN** functions allow you to round a number to a specified number of digits.

ROUND (number, num_digits)

ROUNDUP (number, num_digits)

ROUNDDOWN (number, num_digits)

Some examples of using these functions are shown below.

ROUND Example:

Number	Round to 2 Digits
3.14159	3.14
3.14159	3.15
3.14159	3.14

ROUND Formula: `=ROUND(3.14159, 2)`

ROUNDUP Example:

Number	Round Up to 2 Digits
3.14159	3.15
3.14159	3.15
3.14159	3.15

ROUNDUP Formula: `=ROUNDUP(3.14159, 2)`

ROUNDDOWN Example:

Number	Round Down to 2 Digits
3.14159	3.14
3.14159	3.14
3.14159	3.14

ROUNDDOWN Formula: `=ROUNDDOWN(3.14159, 2)`

Improving Clarity with Range Names

Using range names in your formulas makes them easier to read and understand.

Define a Range Name:

Formulas Using Range Names:

Example 1: `=SUM(MyRange)`

Example 2: `=SUM(MyRange, MyRange2)`

Example 3: `=SUM(MyRange, MyRange3)`

Example 4: `=SUM(MyRange, MyRange4)`

Example 5: `=SUM(MyRange, MyRange5)`

Example 6: `=SUM(MyRange, MyRange6)`

Example 7: `=SUM(MyRange, MyRange7)`

Example 8: `=SUM(MyRange, MyRange8)`

Example 9: `=SUM(MyRange, MyRange9)`

Example 10: `=SUM(MyRange, MyRange10)`

Example 11: `=SUM(MyRange, MyRange11)`

Example 12: `=SUM(MyRange, MyRange12)`

Example 13: `=SUM(MyRange, MyRange13)`

Example 14: `=SUM(MyRange, MyRange14)`

Example 15: `=SUM(MyRange, MyRange15)`

Example 16: `=SUM(MyRange, MyRange16)`

Example 17: `=SUM(MyRange, MyRange17)`

Example 18: `=SUM(MyRange, MyRange18)`

Example 19: `=SUM(MyRange, MyRange19)`

Example 20: `=SUM(MyRange, MyRange20)`

Example 21: `=SUM(MyRange, MyRange21)`

Example 22: `=SUM(MyRange, MyRange22)`

Example 23: `=SUM(MyRange, MyRange23)`

Example 24: `=SUM(MyRange, MyRange24)`

Example 25: `=SUM(MyRange, MyRange25)`

Example 26: `=SUM(MyRange, MyRange26)`

Example 27: `=SUM(MyRange, MyRange27)`

Example 28: `=SUM(MyRange, MyRange28)`

Example 29: `=SUM(MyRange, MyRange29)`

Example 30: `=SUM(MyRange, MyRange30)`

Example 31: `=SUM(MyRange, MyRange31)`

Example 32: `=SUM(MyRange, MyRange32)`

Example 33: `=SUM(MyRange, MyRange33)`

Example 34: `=SUM(MyRange, MyRange34)`

Example 35: `=SUM(MyRange, MyRange35)`

Example 36: `=SUM(MyRange, MyRange36)`

Example 37: `=SUM(MyRange, MyRange37)`

Example 38: `=SUM(MyRange, MyRange38)`

Example 39: `=SUM(MyRange, MyRange39)`

Example 40: `=SUM(MyRange, MyRange40)`

Example 41: `=SUM(MyRange, MyRange41)`

Example 42: `=SUM(MyRange, MyRange42)`

Example 43: `=SUM(MyRange, MyRange43)`

Example 44: `=SUM(MyRange, MyRange44)`

Example 45: `=SUM(MyRange, MyRange45)`

Example 46: `=SUM(MyRange, MyRange46)`

Example 47: `=SUM(MyRange, MyRange47)`

Example 48: `=SUM(MyRange, MyRange48)`

Example 49: `=SUM(MyRange, MyRange49)`

Example 50: `=SUM(MyRange, MyRange50)`

Example 51: `=SUM(MyRange, MyRange51)`

Example 52: `=SUM(MyRange, MyRange52)`

Example 53: `=SUM(MyRange, MyRange53)`

Example 54: `=SUM(MyRange, MyRange54)`

Example 55: `=SUM(MyRange, MyRange55)`

Example 56: `=SUM(MyRange, MyRange56)`

Example 57: `=SUM(MyRange, MyRange57)`

Example 58: `=SUM(MyRange, MyRange58)`

Example 59: `=SUM(MyRange, MyRange59)`

Example 60: `=SUM(MyRange, MyRange60)`

Example 61: `=SUM(MyRange, MyRange61)`

Example 62: `=SUM(MyRange, MyRange62)`

Example 63: `=SUM(MyRange, MyRange63)`

Example 64: `=SUM(MyRange, MyRange64)`

Example 65: `=SUM(MyRange, MyRange65)`

Example 66: `=SUM(MyRange, MyRange66)`

Example 67: `=SUM(MyRange, MyRange67)`

Example 68: `=SUM(MyRange, MyRange68)`

Example 69: `=SUM(MyRange, MyRange69)`

Example 70: `=SUM(MyRange, MyRange70)`

Example 71: `=SUM(MyRange, MyRange71)`

Example 72: `=SUM(MyRange, MyRange72)`

Example 73: `=SUM(MyRange, MyRange73)`

Example 74: `=SUM(MyRange, MyRange74)`

Example 75: `=SUM(MyRange, MyRange75)`

Example 76: `=SUM(MyRange, MyRange76)`

Example 77: `=SUM(MyRange, MyRange77)`

Example 78: `=SUM(MyRange, MyRange78)`

Example 79: `=SUM(MyRange, MyRange79)`

Example 80: `=SUM(MyRange, MyRange80)`

Example 81: `=SUM(MyRange, MyRange81)`

Example 82: `=SUM(MyRange, MyRange82)`

Example 83: `=SUM(MyRange, MyRange83)`

Example 84: `=SUM(MyRange, MyRange84)`

Example 85: `=SUM(MyRange, MyRange85)`

Example 86: `=SUM(MyRange, MyRange86)`

Example 87: `=SUM(MyRange, MyRange87)`

Example 88: `=SUM(MyRange, MyRange88)`

Example 89: `=SUM(MyRange, MyRange89)`

Example 90: `=SUM(MyRange, MyRange90)`

Example 91: `=SUM(MyRange, MyRange91)`

Example 92: `=SUM(MyRange, MyRange92)`

Example 93: `=SUM(MyRange, MyRange93)`

Example 94: `=SUM(MyRange, MyRange94)`

Example 95: `=SUM(MyRange, MyRange95)`

Example 96: `=SUM(MyRange, MyRange96)`

Example 97: `=SUM(MyRange, MyRange97)`

Example 98: `=SUM(MyRange, MyRange98)`

Example 99: `=SUM(MyRange, MyRange99)`

Example 100: `=SUM(MyRange, MyRange100)`



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.

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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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