

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, -2) rounds -67,562.34 up to the nearest multiple of -2.2 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 MROUND 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(10.1, -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(B7:B7) becomes clear when =AVERAGE(Purchases) 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 [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
2	YTD Sales	Qtr1	Qtr2	Qtr3
3	East	123	551	844
4	Central	213	541	779
5	West	888	429	512

Creates 7 named ranges. One for each column and row of data, plus a range called YTD Sales for B3:D54.

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(B6*C3, 0.5) results in 20.00. Cell B6 is rounded up to the nearest 50 cents.

CELL B10: =CEILING(B6*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 Price:		Ex Rate:
3	19.19		1.0188
4			
5	Canadian		
6	Prices		Function
7	19.551		Used
8	19.60		ROUND
9	19.50		MROUND
10	20.00		CEILING
11	19.99		

Excel 2010 Formulas Study Guide

Eric Soubeiga



Excel 2010 Formulas Study Guide:

MOS 2010 Study Guide for Microsoft Word, Excel, PowerPoint, and Outlook Joan Lambert, Joyce Cox, 2011 This all in one guide is designed to help readers practice and prepare for the four core Microsoft Office Specialist MOS exams Use the book's easy to follow procedures and illustrations to review the essential skills measured by the MOS exams **Study Material & Question Bank** YCT Expert Team , 2022 23 RSSB Study Material Question Bank Microsoft Excel 2013 Essentials (Speedy Study Guides) Speedy Publishing, 2014-06-18 Microsoft Excel 2013 is part of the Microsoft Office Suite package The software is designed to help people keep track of accounts numbers and more through spread sheets Therefore this tool helps businesses and individuals alike to manage their assets in an easy way The 2013 version is one of the latest updates It includes new features and it is easy to learn if you already know how to use Excel A detailed chart of its inner workings would help people understand the programing better **Microsoft Excel Formulas** Speedy Publishing, 2014-08-19 A Microsoft Excel formulas study guide helps students by providing them with all of the formulas needed to perform tasks in Microsoft Excel in one convenient location Any students taking an Information Systems or Information Technology class for business majors would find this kind of study guide useful Most of the formulas used in Excel have to be found in various pages of the program's help section so they are not in one place Having the formulas all on one page provides students with a handy resource for looking up formulas without having to go through several tabs or flip through several pages of a book **Microsoft Office 2013 Essentials (Speedy Study Guides)** Speedy Publishing, 2014-06-18 When you are looking at the Microsoft Office 2013 Essentials office suite you will find that there are a number of great programs included Some of the offerings from this productivity suite include Word Excel PowerPoint and Outlook and with a few upgrades you might be able to get more programs A good chart is something that will help you keep the right kind of shortcuts and features available to you With a suite this robust it is often easy to forget some of the more obscure but no less useful functions *Mastering Financial Modeling: A Professional's Guide to Building Financial Models in Excel* Eric Soubeiga, 2013-07-26 All the precision of financial modeling and none of the complexity Evidence based decision making is only as good as the external evidence on which it is based Financial models uncover potential risks on a company's balance sheet but the complexity of these instruments has limited their effectiveness Now Mastering Financial Modeling offers a simplified method for building the fast and accurate financial models serious evidencebased decision makers need What sets this practical guide apart is its learning on the job approach Unlike other books that teach modeling in a vacuum this superior method uses a diverse collection of case studies to convey each step of the building process Learning on the job connects the dots between the proper Excel formulas and functions and the real world situations where you want to use them By learning through association you can absorb the information quickly and have it ready to use when you need it The book starts right off on building models from creating a standalone cash flow model through integrating it with an income

statement and balance sheet Along the way you will master the skill set you need to build advanced financial models With only a basic knowledge of accounting and finance individual investors and financial professionals alike can Create a core model and customize it for companies in most industries Understand every working component of a financial model and what each one tells you about a company Format cells and sheets in Excel for easily repeatable modeling Written with the practitioner in mind Mastering Financial Modeling shows you how to ensure your model is ready for real world application by safeguarding it against modeling errors It covers a full array of Excel s builtin auditing and testing tools and illustrates how to build customized error checking tools of your own to catch the inaccuracies that typically fall through the cracks Get the most out of your data with Mastering Financial Modeling Mastering Financial Modeling brings the power of financial models down to earth and puts it in the hands of investors bankers and private equity professionals who don t have a passion for crunching numbers Nowhere else can you get step by step instruction on building these valuable tools from an elite World Bank investment officer Starting from the ground up Eric Soubeiga shows you how to interpret and build financial models in Microsoft Excel that will accurately assess any company s valuation and profit potential Even if you have unsuccessfully tried financial modeling in the past this book will reach you because it associates every lesson to the business world you work in daily Chapter by chapter you will master financial modeling and in the end you will Command authority over building every aspect of a financial model Be capable of explaining the accounting and finance concepts behind the mechanics of modeling Confidently determine a company s ability to generate cash flows for its capital investors with discounted cash flow DCF modeling Execute powerful spreadsheet calculations in Excel Most importantly as a decision maker the insight you bring to the table through your sophisticated understanding and application of financial modeling will benefit every stakeholder See what leading professionals around the world already know Mastering Financial Modeling is the most comprehensive guide on the market for designing building and implementing valuation projection models What it does from there is up to you

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Excel to solve practical health services management problems If understanding statistics isn't your strongest suit you are not especially mathematically inclined or if you are wary of computers this is the right book for you Excel a widely available computer program for students and managers is also an effective teaching and learning tool for quantitative analyses in health services management courses Its powerful computational ability and graphical functions make learning statistics much easier than in years past However Excel 2010 for Health Services Management Statistics A Guide to Solving Practical Problems is the first book to capitalize on these improvements by teaching students and managers how to apply Excel to statistical techniques necessary in their courses and work Each chapter explains statistical formulas and directs the reader to use Excel commands to solve specific easy to understand health services management problems Practice problems are provided at the end of each chapter with their solutions in an Appendix Separately there is a full Practice Test with answers in an Appendix that allows readers to test what they have learned

Excel 2010 Information Formulas William Smith, 2012-09 This book explores all of the different types of Information formulas in Excel 2010 One type of example is investigated for each type of Information formula There are also embedded images to help with the step by step guides

Brief Applied Calculus Geoffrey C. Berresford, Andrew M. Rockett, 2006-02 This brief edition of *Applied Calculus* comprises Chapters 1-7 of the complete text plus two sections on differential equations Designed for the one or two semester applied or business calculus course this text uses intriguing real world applications to engage students interest and show them the practical side of calculus Many applications are financial or business related but many applications in this text cover general interest topics as well including the growing population of Africa the composition of the Supreme Court water shortage the fastest pitch in baseball and pollution and the depletion of natural resources The Fourth Edition maintains the hallmark features that have made *Brief Applied Calculus* so popular contemporary and interesting applications careful and effective use of technology including integrated calculator coverage that is optional constant pedagogical reinforcement through section summaries chapter summaries carefully annotated examples and extra practice problems and a variety of exercises and assignment options including exercise sets projects and essays Contemporary and Interesting Applications often use real sourced data from a wide range of fields including athletics biomedical sciences environmental sciences management science and business personal finance and management social and behavioral sciences and topics of general interest Real world examples are identified by a globe icon Optional Graphing Calculator Explorations and Exercises explore new topics carry out otherwise messy calculations or show the limitations and pitfalls of technology To allow for optional use of the graphing calculator the Calculator Explorations are boxed and exercises that require a graphing calculator are identified by icon Spreadsheet Explorations are included in the first seven chapters of the text for those who prefer Excel or other spreadsheet technology The spreadsheets referenced in the text can also be downloaded from the text's web site Unique Section Summaries briefly state essential formulas and key concepts and help students prepare for tests and quizzes Chapter

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Excel 2010 All-in-One For Dummies Greg Harvey, 2010-04-07 A comprehensive up to date user friendly guide to Excel 2010 Excel is the standard for spreadsheet applications and is used worldwide but it s not always user friendly That makes it a perfect For Dummies topic and this handy all in one guide covers all the essentials the new features how to analyze data with Excel and much more Eight minibooks address Excel basics worksheet design formulas and functions worksheet collaboration and review charts and graphics data management data analysis and Excel and VBA Excel is the leading spreadsheet data analysis software and is used throughout the world the newest revision includes upgraded tools and a redesigned interface For Dummies books are the bestselling guides to Excel with more than three million copies sold Excel 2010 All in One For Dummies covers the changes in the newest version as well as familiar tasks such as creating and editing worksheets setting up formulas and performing statistical functions Eight self contained minibooks cover the basics worksheet design formulas and functions worksheet collaboration presenting data in charts and graphics data management data analysis and creating macros with VBA Newcomers to Excel as well as veterans who just want to learn the latest version will find Excel 2010 All in One For Dummies has everything they need to know

Excel 2010 for Engineering Statistics Thomas J. Quirk, 2013-11-20 This is the first book to show the capabilities of Microsoft Excel to teach engineering statistics effectively It is a step by step exercise driven guide for students and practitioners who need to master Excel to solve practical engineering problems If understanding statistics isn t your strongest suit you are not especially mathematically inclined or if you are wary of computers this is the right book for you Excel a widely available computer program for students and managers is also an effective teaching and learning tool for quantitative analyses in

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This book delves into Excel 2010 Formulas Study Guide. Excel 2010 Formulas Study Guide is a vital topic that needs to be grasped by everyone, from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Excel 2010 Formulas Study Guide, encompassing both the fundamentals and more intricate discussions.

1. The book is structured into several chapters, namely:
 - Chapter 1: Introduction to Excel 2010 Formulas Study Guide
 - Chapter 2: Essential Elements of Excel 2010 Formulas Study Guide
 - Chapter 3: Excel 2010 Formulas Study Guide in Everyday Life
 - Chapter 4: Excel 2010 Formulas Study Guide in Specific Contexts
 - Chapter 5: Conclusion
2. In chapter 1, this book will provide an overview of Excel 2010 Formulas Study Guide. The first chapter will explore what Excel 2010 Formulas Study Guide is, why Excel 2010 Formulas Study Guide is vital, and how to effectively learn about Excel 2010 Formulas Study Guide.
3. In chapter 2, the author will delve into the foundational concepts of Excel 2010 Formulas Study Guide. This chapter will elucidate the essential principles that need to be understood to grasp Excel 2010 Formulas Study Guide in its entirety.
4. In chapter 3, the author will examine the practical applications of Excel 2010 Formulas Study Guide in daily life. This chapter will showcase real-world examples of how Excel 2010 Formulas Study Guide can be effectively utilized in everyday scenarios.
5. In chapter 4, this book will scrutinize the relevance of Excel 2010 Formulas Study Guide in specific contexts. The fourth chapter will explore how Excel 2010 Formulas Study Guide is applied in specialized fields, such as education, business, and technology.
6. In chapter 5, this book will draw a conclusion about Excel 2010 Formulas Study Guide. This chapter will summarize the key points that have been discussed throughout the book.

This book is crafted in an easy-to-understand language and is complemented by engaging illustrations. It is highly recommended for anyone seeking to gain a comprehensive understanding of Excel 2010 Formulas Study Guide.

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