

# Excel® 2010 Functions & Formulas

## Glossary

- Formula:** An equation in a cell that results in a new value.
- Function:** Pre-built formula that performs an operation on values resulting in one or more values.
- Argument:** The values used by a function. Can be another function (creating a nested function).
- Constant:** An unchanging value.
- 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
- 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 **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(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	

# Excel Basics Cheat Sheet 2010

**Wallace Wang**

A red circular graphic with a gradient, appearing as a semi-circle or a partial circle, located to the right of the author's name.

## **Excel Basics Cheat Sheet 2010:**

*Microsoft Excel 2010 Advanced and Macros Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)* Beezix, Inc Staff, 2011-03-08 Laminated quick reference guide showing step by step instructions and shortcuts for how to use advanced features and macros in Microsoft Office Excel 2010 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Goal Seek Saving Views Defining Scenarios Hiding Columns Rows or Sheets Restricting Cell Entry with Data Validation Highlighting Invalid Data Clearing Data Validation Circles Data Consolidation Conditional Formatting Clearing Conditional Formatting Conditional Formatting Rules Manager Creating a Workspace With Multiple Workbooks Protecting Unprotecting Worksheets Password Protecting Specific Cells Keeping Part of a Worksheet Visible Freeze Panes Split Panes Macros Showing the Developer Tab Macro Names Recording a Macro Running a Macro Renaming a Macro Automatic Macro Execution Relative vs Absolute Recording Assigning to the Quick Access Toolbar Creating a Macro Without Recording Documenting a Macro Calling Another Macro Setting Macro Security Getting Help on Visual Basic Saving a Macro Enabled Worksheet Creating a Custom Ribbon Group Adding a Macro to the Ribbon Creating a Function Procedure Using a Function Procedure This guide is one of several titles available for Excel 2010 Excel 2010 Introduction Excel 2010 Tables PivotTables Sorting Advanced Charts Functions Formulas

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perspectives and offering a comprehensive overview of the possible research scenarios

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MEET THE AUTHOR Kimberly Hudson is a professional writer who lives and works in Massachusetts Graduated from American University in Washington D C with a B A magna cum laude in International Studies She spent a semester traveling China After college she was a research assistant fundraiser and has won two national awards for online newsletters Facebook <http://www.facebook.com/profile.php?id=7403026> Twitter KimberlyNHudson Blog [www.thewestwaswritten.wordpress.com](http://www.thewestwaswritten.wordpress.com)

EXCERPT FROM THE BOOK Like all software products Excel has gone through multiple versions with varying degrees of usefulness Below are two of the largest issues that can quickly wreck your Excel experience The takeaway is that if you are doing high function math with Excel only use the 2010 version 1 Vanishing Macro Coding From our earlier

discussion of macros we learned that it is possible to write out sets of instructions that are repeated often so you only have to push one button Excel has had issues with making this time saving tool work especially in the 2007 version According to NotebookReview com The macro recording errors that plagued Excel 2007 have been repaired In the old version including shapes or charts in your macro recording would leave the final file with huge function gaps or worse leave a blank recording altogether Definitely use Excel 2010 for a macro heavy Excel use Buy a copy to keep reading [Excel Intermediate Cheat Sheet for Microsoft 365](#) In 30 Minutes,2021-07 Do you need an intermediate desktop reference for Microsoft Excel The four panel desktop reference and cheat sheet contains step by step instructions and shortcuts for commonly used intermediate level features of Excel Instructions and examples apply to both the Windows and macOS versions of Excel for Microsoft 365 and includes a list of keyboard shortcuts as well as instructions for functions and formulas with examples formatting references security and more [Microsoft Excel 2013 Introduction Quick Reference Guide \(Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card\)](#) TeachUcomp Inc.,2014-06-06 Designed with the busy professional in mind this 4 page laminated quick reference guide provides step by step instructions in Introductory Excel 2013 When you need an answer fast you will find it right at your fingertips Durable and easy to use quick reference cards are perfect for individuals businesses and as supplemental training materials With 59 topics covered this guide is perfect for someone new to Excel or upgrading from a previous version Topics Include Interface Basics File Management Data Entry Formulas Copying and Pasting Formulas Adjusting Columns and Rows Formatting Worksheets Worksheet Tools Worksheet Layout Printing Touch Actions and Keyboard Shortcuts



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