

# 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 instruction that tells Excel what to do.
- Function:** Predefined formulas that perform a specific task, such as adding a list of numbers.
- Argument:** The values entered in a formula to calculate the result.
- Operand:** A value or expression that is used in a formula.
- Operator:** A symbol that tells Excel what calculation to perform on the operands.

**Being Precise (Rounding)**

Use the ROUND function to round a number to a specified number of digits. For example, ROUND(123.456, 2) rounds the number 123.456 to two decimal places, resulting in 123.46.

**Improving Clarity with Range Names**

Use a range name to make formulas and references easier to understand. For example, instead of using cell references like A1:B10, you can use a range name like SalesData.

**Using Range Names**

1. Select the range of cells that you want to name.
2. Click on the Name box in the ribbon and type the name.
3. Press Enter to confirm the name.
4. Use the range name in your formulas.

**Conditional Summing Data**

The SUMIF function allows you to sum values in a range that meet a certain criteria. For example, =SUMIF(A1:A10, >100) sums the values in cells A1 through A10 that are greater than 100.

**Examples of Summing Selected Data**

Category	Item	Price
Electronics	TV	1,000.00
Electronics	Camera	500.00
Electronics	MP3 Player	200.00
Books	Novel	15.00
Books	Textbook	50.00
Books	Reference	100.00

**Examples of Being Precise**

Happy Toys wants to set Canadian prices. Using the US prices from the previous example, round up to the nearest Canadian dollar. For example, =ROUND(1,000, 0) rounds the US price of \$1,000.00 up to the nearest Canadian dollar, resulting in 1,000.

**Microsoft Access and Analysis are also supported by a host of other Microsoft Office products.**



## 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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