

# Excel® Formulas & Functions

## Quick Reference Guide

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### About Formulas and Functions

#### Formulas and Functions Terminology

**Formulas** are expressions that combine values, cell references, operators, and functions to perform calculations. They always start with an equal sign (=) and can include various elements such as numbers, text, cell references, and operators. For example, the formula **=A1+B1** adds the values in cells A1 and B1.

**Functions** are predefined formulas built into Excel that perform specific operations or calculations. Functions are expressed as: **function\_name(arguments)**, where "function\_name" represents the specific function to use, and "arguments" are the inputs or data on which the function operates. For example, to write a formula using the SUM function to add the values of cells A1 through A5, type **=SUM(A1:A5)**.

**Arguments** are the values used by a function. Arguments can refer to individual cells or cell ranges and must be enclosed within parentheses. Separate multiple arguments for a function with commas. An argument can also be another function (creating a nested function).

**Constants** are unchanging values. For example, the formula **=SUM(A1:A5)\*10** always multiplies the sum of cell values in cells A1 through A5 by the value 10, which is the constant.

**Operators** are symbols specifying a calculation to perform, like addition, subtraction, or multiplication.

**References** identify either a cell, cell range, or named range of cell values to calculate. A single cell range is referred to by its upper-left and lower-right cell address, separated by a colon symbol. E.g. **A1:A5** refers to cells A1 through A5. Separate multiple, non-adjacent cell references with commas. E.g. **A1,B5:C7** refers to cells A1 and also B5 through C7.

#### Basic Formula Structure

Use **simple formula syntax** to perform multiple mathematical calculations on multiple cells. Use **ranged formula syntax** to perform a single mathematical function over multiple cells.

#### Simple Formula Syntax

**=B2+B3+B4+B5**

1. "Equal" Sign (starts every formula)
2. Mathematical Operators
3. Argument (Cell Addresses)

**Mathematical Operators:**

- + Addition
- Subtraction
- \* Multiplication
- / Division
- % Percentage
- ^ Exponentiation

[ ] Determines the order of precedence. Designated operations are performed from left to right with anything in parentheses calculated first, then exponentiation, then multiplication and division, and finally addition and subtraction.

#### Ranged Formula Syntax

**=SUM(B2:B5)**

1. "Equal" Sign (starts every formula)
2. Function (Sum, Average, Min, Max, etc.)
3. Argument (Cell Range) (in parentheses)

**Additional Symbolic Symbols:**

- 1. Used to separate the first and last cells in a range
- 2. Used to separate items in a list. E.g. **A1:B3, C4:D5**
- 3. Used to denote an absolute reference

#### The Formula Bar

The Formula Bar appears below the Ribbon in Excel and is used to input, edit, and view formulas in the currently selected cell in a worksheet.



#### Creating a Formula

1. Select the cell in which to enter the formula.
2. Type the equal sign (=) to start the formula.
3. Type the rest of the formula.
4. Press the "Enter" key or the "Enter" button in the Formula Bar.

#### Cell Referencing and Naming

##### Standard Cell Referencing

To reference a cell manually in a worksheet, type the column and row intersection that references the cell, without spaces. For example, the cell at the intersection of column A, row 10, is referred to as A10.

##### Relative vs. Absolute Cell References

**A relative reference** (e.g. B2) changes when copied and pasted to a new location and maintains the relative position of the referenced cell(s) to the formula cell. Example: If a formula in cell H5 that adds cells "C5" through "G5" is copied and pasted into cell H6, it would add cells "C6" through "G6."

**An absolute reference** (e.g. \$A\$1) remains the same when copied and pasted to a new location and references the original cells. Change any cell reference in a formula into an absolute reference by placing a dollar sign (\$) in front of both the column letter and the row number in the cell reference.

To toggle between absolute, mixed, and relative references, select a cell reference and press "F4."

##### Referencing Cells in Different Worksheets

Use **3D formula syntax** to calculate information from multiple worksheets. Exclamation points separate sheet names from cell references. For example, to sum the values of cell B2 in Sheet1, Sheet2, and Sheet3:

**=SUM(Sheet1:Sheet3!B2)**

1. "Equal" Sign (starts every formula)
2. Function (Sum, Average, Min, Max, etc.)
3. Cell Range (always enclosed in parentheses)
4. Sheet Reference (sheet name)

**Additional 3D Formula Syntax Symbols:**

- 1. Used to separate sheet name from cell reference
- 2. Used to denote an absolute value
- 3. Used to separate sheet names in ranged 3D formulas
- 4. Used to separate individual sheet/cell references from each other. E.g. **=SUM(Sheet1!B2,Sheet2!B2,Sheet3!B2)**

#### Naming Cells and Cell Ranges

Name a cell or range of cells to enhance the clarity and readability of formulas, more easily reference and understand data, and simplify formula creation. For example, **=AVERAGE(Cost)** is clearer than **=AVERAGE(C5:C12)**.

#### Creating a Named Range

**Name rules:**

1. Must begin with a letter, underscore, or backslash.
2. Remaining characters must be alphanumeric, a period, or an underscore.
3. No spaces or cell references.
4. 255 maximum characters.
5. Names are not case sensitive.

**To create a name:**

1. Select the cell(s) to be named.
2. Type the name into the Name Box in the Formula Bar and press "Enter," or click the "Define Name" button in the "Defined Names" group on the "Formulas" tab in the Ribbon, type a name, and click the "OK" button.

#### Limiting the Scope of a Name

By default, you can reference a named range on any worksheet within a workbook. Use scope to limit the use of the named range to a single worksheet.

1. Select the cell(s) to be named.
2. Click the "Define Name" button in the "Defined Names" group on the "Formulas" tab in the Ribbon.
3. Select the worksheet to which to limit the name from the "Scope" drop-down, enter the name, and click the "OK" button.

#### Creating Multiple Names at Once

Use row or column labels to create named ranges.

1. Select the data and the labels.
2. Click the "Create from Selection" button in the "Defined Names" group on the "Formulas" tab in the Ribbon.
3. Select which values to use as names ("Top row," "Left column," etc.) and click "OK."



Creates seven named ranges. One for each column and row of data, plus "YTDSales" for B2 through D4.

#### Selecting a Named Range

Click the arrow to the right of the Name Box in the Formula Bar and select the name.

#### Using a Range Name in a Formula

Type the name directly into the formula. Or, press the "F3" key, select the name, and click "OK." Or, click the "Use in Formula" button in the "Defined Names" group on the "Formulas" tab in the Ribbon, then select the name.

#### Managing Range Names

1. Click the "Name Manager" button in the "Defined Names" group on the "Formulas" tab.
2. To sort names, click the column headings to switch between ascending and descending order.
3. To filter names, click the "Filter" button and select a filter. To remove it, select "Clear Filter."
4. To change the cells to which the name refers, select the name, make changes in the "Refers to" field, then click the "Accept" button.
5. To change a name, select it, click the "Edit" button, make changes, then click "OK."
6. To delete a name, select it, click the "Delete" button, then click "OK" to confirm.
7. Click the "Close" button.

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# Office 2015 Formulas Guide

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*The Business of Education* Joel Spring, John Eric Frankson, Corie A. McCallum, Diane Price Banks, 2017-07-06 *The Business of Education* a comprehensive view of how education policy is made in the US and in some cases globally analyzes and critiques the influence of educational policy networks in a wide range of contexts and from a variety of perspectives including testing college preparation juvenile detention centers special education the arts teacher evaluation systems education of undocumented immigrants college faculty preparation and financial aid A network chart in most chapters illustrates how the major political actors mainly private philanthropic foundations for profit companies government officials and politicians involved in the network are linked Joel Spring internationally renowned scholar and analyst of educational policy situates and frames the network studies in an introduction discussing general theories of education policy networks **The Oxford Handbook of Supply Chain Management** Thomas Y. Choi, Julie Juan Li, Dale S. Rogers, Tobias Schoenherr, Stephan M. Wagner, 2021-09-13 Supply chain management contends with structures and processes for delivering goods and services to customers It addresses the core functions of connected businesses to meet downstream demand This innovative volume provides an authoritative and timely guide to the overarching issues that are ubiquitous throughout the supply chain In particular it addresses emerging issues that are applicable across supply chains such as data science financial flows human capital internet technologies risk management cyber security and supply networks With chapters from an international roster of leading scholars in the field the Oxford Handbook of Supply Chain Management is a necessary resource for all students and researchers of the field as well as for forward thinking practitioners Nutrition Assessment Nancy Munoz, Melissa Bernstein, 2018-03-14 Written for the graduate level nutrition course *Nutrition Assessment Clinical and Research Applications* explores the purpose methods and scientific basis for nutritional assessment in community clinical and individual nutrition settings It provides students with the basic knowledge and skills to identify nutrition problems develop research questions and study hypotheses and plan nutrition interventions and treatments *2017 Catalog of Federal Domestic Assistance* United States. Congress. Senate. Office of Management and Budget. Executive Office of the President, 2017 Identifies and describes specific government assistance opportunities such as loans grants counseling and procurement contracts available under many agencies and programs The Front Office Manual A. Sutherland, J. Court, 2013-11-26 *The Front Office Manual* is unique providing clear and direct explanations of tools and techniques relevant to front office work From how to build a yield curve to how a swap works to what exactly product control is supposed to do this book is essential reading for anyone who works or wants to work on the sell side **First Course In Integral Equations, A: Solutions Manual (Second Edition)** Abdul-majid Wazwaz, 2015-05-04 The second edition of *A First Course in Integral Equations* integrates the newly developed methods with classical techniques to give modern and robust approaches for solving integral equations The manual accompanying this edition contains solutions to all exercises with

complete step by step details To interested readers trying to master the concepts and powerful techniques this manual is highly useful focusing on the readers needs and expectations It contains the same notations used in the textbook and the solutions are self explanatory It is intended for scholars and researchers and can be used for advanced undergraduate and graduate students in applied mathematics science and engineering *Handbook on Global Social Justice* Gary

Craig,2018-07-27 In the fifty years since Rawls seminal work A Theory of Justice the concept has been debated with those on the political right and left advocating very different understandings This unique global collection written by a group of international experts offers wide ranging analyses of the meaning of social justice that challenge the ability of the market to provide social justice for all The Handbook also looks at how the theory of social justice informs practice within a range of occupations or welfare divisions

**Guide to the Search Department of the Patent Office Library** Great Britain. Patent Office. Library,1913 **Journal of the Senate of the United States of America** United States. Congress. Senate,

Comprehensive Guide to IBPS Bank PO/ MT Preliminary & Main Exam (6th Edition) Disha Experts,2017-10-07 The thoroughly revised updated 6th edition of Comprehensive Guide to IBPS CWE Bank PO Exam has been designed specially for the CWE Bank PO stage 1 2 of the exam A chapter on Sentence Exclusion has been introduced as asked in the 2016 PO Mains Exam The book covers all the sections of the Preliminary Main PO exam English Language Quantitative Aptitude Reasoning Ability Computer Aptitude and Banking Knowledge General Awareness The book provides well illustrated theory with exhaustive fully solved examples for learning This is followed with an exhaustive collection of solved questions in the form of Exercise The book incorporates fully solved 2012 2013 2014 2015 2016 IBPS PO question papers with solutions of Descriptive Test The Current Affairs section has been updated with the latest questions so as to provide an updated book to the aspirants

**Industrial Environmental Management** Tapas K. Das,2020-02-26 Provides aspiring engineers with pertinent information and technological methodologies on how best to manage industry s modern day environment concerns This book explains why industrial environmental management is important to human environmental interactions and describes what the physical economic social and technological constraints to achieving the goal of a sustainable environment are It emphasizes recent progress in life cycle sustainable design applying green engineering principles and the concept of Zero Effect Zero Defect to minimize wastes and discharges from various manufacturing facilities Its goal is to educate engineers on how to obtain an optimum balance between environmental protections while allowing humans to maintain an acceptable quality of life Industrial Environmental Management Engineering Science and Policy covers topics such as industrial wastes life cycle sustainable design lean manufacturing international environmental regulations and the assessment and management of health and environmental risks The book also looks at the economics of manufacturing pollution prevention how eco industrial parks and process intensification will help minimize waste and the application of green manufacturing principles in order to minimize wastes and discharges from manufacturing facilities Provides end of

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**Structural Dynamics of HIV** Deanna Kerrigan, Clare Barrington, 2017-09-30 This book examines the structural dynamics of HIV among populations at heightened vulnerability to infection as the result of stigma discrimination and marginalization It first examines how the socio structural context shapes HIV risk and how affected populations and national governments and programs have responded to these structural constraints Chapters focus on structural determinants of HIV risk among transgender women in Guatemala migrant workers in Mexico Nigeria and Vietnam and people who inject drugs in Tanzania Next the book examines resilience and community empowerment and mobilization among key populations such as female sex workers in the Dominican Republic and India and young women and girls in Botswana Malawi and Mozambique A third set of chapters explores how national responses to HIV have addressed the role of structural factors in diverse political geographic and epidemic settings including Brazil South Africa Ukraine and the USA Ultimately effective and sustainable responses to HIV among marginalized groups must be grounded in an in depth understanding of the factors that create vulnerability and risk and impede access to services Throughout this book brings together a rigorous social science research perspective with a strong rights based approach to inform improvements in HIV programs and policies It offers new insights into how to better address HIV and the health and human rights of historically excluded communities and groups

**Learning to Teach Mathematics in the Secondary School** Sue Johnston-Wilder, Clare Lee, David Pimm, 2016-09-13 Learning to Teach Mathematics in the Secondary School combines theory and practice to present a broad introduction to the opportunities and challenges of teaching mathematics in the secondary school classroom This fourth edition has been fully updated to reflect the latest changes to the curriculum and research in the field taking into account key developments in teacher training and education including examinations and assessment Written specifically with the new and student teacher in mind the book covers a wide range of issues related to the teaching of mathematics such as why we teach mathematics the place of mathematics in the National Curriculum planning teaching and assessing for mathematics learning how to communicate mathematically using digital technology to advance mathematical learning working with students with special educational needs post 16 teaching the importance of professional development the affective dimension when learning mathematics

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An Appetite for Life: How to Feed Your Child from the Start Clare Llewellyn, Hayley Syrad, 2019-05-14 All the latest research on how to feed your child well especially in their crucial first two years One of the greatest challenges a parent faces is navigating their child's appetite From picky eaters to overeaters babies and toddlers can be difficult to feed Yet a parent's job is to ensure that their child is receiving the nutrition they need New research suggests that a child's eating habits are shaped as early as pregnancy In *An Appetite for Life* researchers Clare Llewellyn PhD and Hayley Syrad PhD separate fact from fad and share the latest reliable science to help you decide what's best for you and your child What to eat during pregnancy to ensure good maternal and infant health Milk feeding how to with advice on both breastfeeding and formula Baby's essential first foods including easy to follow guidance on weaning introducing solid foods and important nutrients Balanced diets for toddlers with feeding strategies for different eating styles This is an invaluable evidence based guide to your child's unique appetite and what they need in order to eat well for life

*Office Buildings* Pranab Kumar Nag, 2018-12-31 This book brings together concepts from the building environmental behavioural and health sciences to provide an interdisciplinary understanding of office and workplace design Today with changes in the world of work and the relentless surge in technology offices have emerged as the repositories of organizational symbolism denoted by the spatial design of offices physical settings and the built environment architecture urban locale Drawing on Euclidian geometry that quantifies space as the distance between two or more points a body of knowledge on office buildings the concept of office and office space and the interrelationships of spatial and behavioural attributes in office design are elucidated Building and office work related illnesses namely sick building syndrome and ailments arising from the indoor environment and the menace of musculoskeletal disorders are the alarming manifestations that critically affect employee satisfaction morale and work outcomes With a focus on office ergonomics the book brings the discussion on the fundamentals of work design with emphasis on computer workstation users Strategic guidance of lighting systems and visual performance in workplaces are directed for better application of ergonomics and improvement in office indoor environment It discusses the profiles of bioclimatic indoor air quality ventilation intervention lighting and acoustic characteristics in office buildings Emphasis has been given to the energy performance of buildings and contemporary perspectives of building sustainability such as green office building assessment schemes and national and international building related standards and codes Intended for students and professionals from

ergonomics architecture interior design as well as construction engineers health care professionals and office planners the book brings a unified overview of the health safety and environment issues associated with the design of office buildings

*Nutrition Guide for Physicians and Related Healthcare Professions* Ted Wilson, Norman J. Temple, George A. Bray, 2022-01-03 This fully updated and expanded third edition is a reference guide on nutrition and its clinical implications for health and disease through the life cycle The book endeavors to address the needs of those who would most benefit from up to date information on recent advances in the field of nutrition Written by experts in the field chapters cover a diverse range of nutritional areas that present a succinct overview of recent thinking and discoveries that have the greatest capacity to aid physicians and other healthcare professionals in improving the nutritional health of their clients The text is divided into eight parts Part one and two address the nutrient requirements and special nutrition related issues for people across all stages of the lifespan from pregnancy and infancy through the adolescent years to the older adult years Part three summarizes the role of nutrition in the prevention and management of chronic conditions frequently seen in clinical practice including obesity diabetes bone disorders coronary heart disease hypertension and cancer Part four describes different dietary patterns the Mediterranean diet the DASH diet the vegetarian diet and the ketogenic diet Part five describes nutrition challenges specific to surgery and several different acute diseases and disorders gastrointestinal disorders food allergy and intolerance diseases of the liver and pancreas kidney disease eating disorders bariatric surgery sarcopenia and drug interactions with food Part six looks at different aspects of the diet coffee tea dietary fat dietary sugars energy drinks alcohol dietary fiber vitamins minerals and the gut microbiome Part seven examines a range of factors that influence dietary health decisions creating nutritional behavior change methods for assessing nutritional status Dietary Reference Intakes an overview of the diet and food guides food labels and sources of nutrients Finally part eight looks at dietary supplements including the problem of dishonest marketing and false and misleading information in the area of nutrition The growing nutritional impact of COVID 19 is discussed throughout the book where appropriate *Nutrition Guide for Physicians and Related Healthcare Professions Third Edition* serves as a comprehensive guide that is organized by age lifespan nutrition therapy in relation to chronic disease and COVID diet and its role in prevention dietary requirements and recommendations and influencing health decisions for the patient It is a valuable resource of practical and easy to access information on nutrition for physicians nurses pharmacists and others in their daily practice

*Counseling the Nursing Mother: A Lactation Consultant's Guide* Judith Lauwers, Anna Swisher, 2020-07-01 *Counseling the Nursing Mother A Lactation Consultant's Guide Seventh Edition* presents topics within a counseling framework with practical suggestions and evidence based information interwoven throughout Additionally the Seventh Edition is an ideal study guide for International Board Certified Lactation Consultant IBCLC certification and practice

*Base of the Pyramid Markets in Affluent Countries* Stefan Gold, Marlen Gabriele Arnold, Judy N. Muthuri, Ximena Rueda, 2021-05-30 The Frugal Innovation and Bottom of the Pyramid Markets series

comprises four volumes covering theoretical perspectives themes and various aspects of interest across four key geographical regions where BOP markets are located South America Asia Africa and more engineered countries BOP always addresses the poorest people or socioeconomic order or groups within a country society region or continent thus this series contributes a profound understanding of BOP markets across the most important geographical areas around the world and presents valuable insights on how the private sector can work together with other stakeholders to develop and operationalize economically viable business models in BOP markets all the while contributing to sustainable development Private actors such as multinationals SMEs and entrepreneurs have a critical role to play in achieving the Sustainable Development Goals agenda as laid down by United Nations in September 2015 Yet BOP markets face unique challenges and the private sector alone cannot orchestrate sustainable value creation activities Each volume presents several theoretical strands that highlight the diverse approaches and solutions to developing BOP markets further Frugal reverse and inclusive innovations can foster sustainable development and provide new business models and value streams that other countries can also benefit from A variety of stylistic elements such as research work interviews and roundtable discussions offer a wide and vivid impression of ongoing challenges and fruitful solutions

**Exploring Microsoft Office - 2023 Edition** Kevin Wilson, 2023-06-30

Introducing the illustrated guide to Microsoft Office your companion for unlocking the full potential of Microsoft's Office Suite Whether you're a beginner or an experienced user this newly updated and revised guide Exploring Microsoft Office is designed to enhance your productivity and streamline your workflow Discover the power of Microsoft 365 formerly Office 365 with its many productivity features and services This guide is packed with over 500 pages of easy to follow instructions expert tips and vivid visuals including full color illustrations photographs and video demos Here's what you'll learn Master Microsoft 365 and harness the benefits of cloud computing Seamlessly download and install the Microsoft Office Suite on your PC Explore Office Online including The Cloud OneDrive Outlook Mail and Calendar and web based versions of Word Excel and PowerPoint Maximize the Office Apps on your iPad tablet phone or Android device Create professional looking documents in Microsoft Word with graphics photographs clipart and customized fonts and formatting Utilize tables graphs and sorting techniques to organize and present your data effectively Master the clipboard's cut copy and paste functionalities Learn mail merge techniques for merging letters and labels effortlessly Create dynamic presentations for various purposes incorporating animations effects and 3D and cinematic transitions Enhance your presentations with audio narrations and confidently deliver them to audiences both in person and online Utilize Excel's powerful features to analyze present and manipulate data including creating charts graphs pivot tables and using functions and formulas Gain an understanding of Microsoft Access databases including tables forms queries and SQL Stay connected with friends family and colleagues using Outlook and effectively manage calendars and appointments Harness the note taking capabilities of OneNote and more Unlike other resources Exploring Microsoft Office prioritizes simplicity and clarity ensuring that users of all backgrounds



from students to senior citizens can grasp the fundamentals of Microsoft Office Whether you re searching for an Office manual a visual book a simplified tutorial a dummies guide or a reliable reference Exploring Microsoft Office is your go to resource for increasing productivity and embracing the digital revolution     **Intangible Intangibles** Brad Sherman,2024-04-30 This book takes as its starting point recent debates over the dematerialisation of subject matter which have arisen because of changes in information technology molecular biology and related fields that produced a subject matter with no obvious material form or trace Arguing against the idea that dematerialisation is a uniquely twenty first century problem this book looks at three situations where US patent law has already dealt with a dematerialised subject matter nineteenth century chemical inventions computer related inventions in the 1970s and biological subject matter across the twentieth century In looking at what we can learn from these historical accounts about how the law responded to a dematerialised subject matter and the role that science and technology played in that process this book provides a history of patentable subject matter in the United States This title is available as Open Access on Cambridge Core

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