

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)

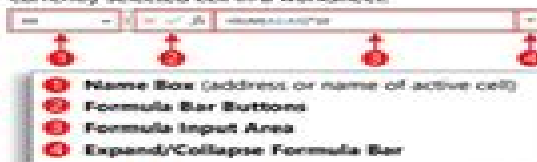
- 1 "Equal" Sign (starts every formula)
- 2 Function (Sum, Average, Min, Max, etc.)
- 3 Argument (Cell Range) (in parentheses)

Additional Symbolic Syntax:

- 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(Cos)** is clearer than **=AVERAGE(C512:C513)**.

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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goes on and on And as for the cells in the first column they are A1 A2 and it goes on and on These are called cell references or cell names Cell references are used in making mathematical functions or formulas for instance the formula to add contents C2 and D2 is C2+D2 I do hope you get the hint

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Young Ho Seo,2017-07-07 In this book we want to deliver you the strong message on how beneficial the Price Action and Pattern Trading is in comparison to the technical indicators used last few decades This book heavily focuses on tradable patterns in the financial market The patterns include Fibonacci patterns Elliott Wave patterns Harmonic patterns and many other price patterns for your trading We share useful insight behind the financial market dynamics and price patterns from our computerized research We have put numerous trading strategies under five categories i.e five regularities to make your life simpler We present the systematic view on market dynamics and price patterns to improve your knowledge in your financial trading Most importantly this book will help you to understand trend cycle and fractal wave You will learn how to attach them to your trading strategy After this book you will be able to use the wisdom of trend cycle and fractal wave at your advantage for your trading At the latter part of this book we also provide some useful information towards your trading management We provide practical knowledge on risk management and portfolio management You might need the Peak Trough Analysis tool to follow some of the chapters in this book You can freely download the Peak Trough Analysis tool from the Publisher's website Finally reader should note that this book contains some strong technical language We hope you to get the full benefits from many brand new knowledge introduced in this book for your financial trading Before reading this book we recommend to read Profitable Patterns in Forex and Stock Market and Guide to Precision Harmonic Pattern Trading to get some prior knowledge in Price Action and Pattern Trading The Reflective Educator's Guide to Practitioner Inquiry

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at a fundamental level You will learn what the major programming languages are how they work and what to do *Guide to Precision Harmonic Pattern Trading* Young Ho Seo, Harmonic Pattern trading uses the direct pattern recognition from the price chart to predict the potential turning point of the financial market Although the history of the harmonic pattern goes back to the Gartley's book *Profits in the Stock Market* in 1935 Harmonic Pattern trading became popular in last few decades In comparison to many contemporary predictive techniques there are far less literature available to study this technique in several different scientific angles Most of harmonic pattern trader focuses on the visual aspect of the pattern keeping very small attention on the precision aspect In this book we want to introduce the brand new precision concept Pattern Completion Interval and Potential Continuation Zone for harmonic pattern trading In the first few chapters of this book we will illustrate the concept and the operating mechanism behind these new techniques After that we will focus on how to manage your order and risk with Harmonic pattern We will illustrate how to apply this precision concept for both market order and pending order setup for your practical trading At the end of the book we describe the rolling ball effect and we show how it can affect your turning point strategy In the final chapter we introduce Mutual Pattern Turning Point Strategy for your practical trading Then we show you three essential but powerful steps to trade with turning point strategy Please note that we use our own custom ratio sets for harmonic patterns presented in this book because our backtesting and forward testing results indicates that they perform better than the original patterns The studies presented in this book are the results after the intensive computerized research using Harmonic Patterns If you want to dig deeper on the rolling ball effect and the mutual pattern strategy for turning point prediction you can also read our book *Scientific Guide to Price Action and Pattern Trading* [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 *Field Guide to the U.S. Economy* Jonathan Teller-Elsberg, Nancy Folbre, James Heintz, 2006 Extensively revised and expanded with the most up to the minute data this new edition of the Field Guide to the U S Economy brings key economic issues to life reflecting the collective wit and wisdom of the many progressive economists affiliated with the Center for Popular Economics User friendly and accessible the book covers a wide range of subjects including workers women people of color government spending welfare education health the environment macroeconomics and the global economy as well as brand new material on the war in Iraq the Department of Homeland Security the prison industrial complex foreign aid the environment and pharmaceutical companies [SAS For Dummies](#) Stephen McDaniel, Chris Hemedinger, 2011-04-18 Created in partnership with SAS this book explores SAS a business intelligence software that can be used in any business

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Use Excel Guide Book Review: Unveiling the Magic of Language

In an electronic era where connections and knowledge reign supreme, the enchanting power of language has been apparent than ever. Its capability to stir emotions, provoke thought, and instigate transformation is actually remarkable. This extraordinary book, aptly titled "**Use Excel Guide**," published by a highly acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound impact on our existence. Throughout this critique, we shall delve into the book's central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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