

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)

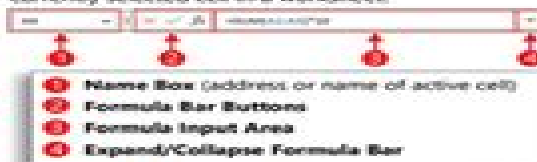
- 1 "Equal" Sign (starts every formula)
- 2 Function (Sum, Average, Min, Max, etc.)
- 3 Argument (Cell Range) (in parentheses)

Additional Symbolic Notation:

- 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(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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Use Excel Guide

Mike Jess

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.

Use Excel Guide:

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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

Improving EIA practice: Best Practice Guide for publishing primary biodiversity data , [The Reflective Educator's Guide to Classroom Research](#) Nancy Fichtman Dana,Diane Yendol-Hoppey,2019-07-31 Harness the power of data to transform classrooms through inquiry and analysis with this updated best selling resource When teachers examine the simple but complex act of teaching the power yielded can be transformative For three editions teacher preparation and professional development providers have turned to this bestselling how to guide for an authentic clear description of teacher inquiry and how to harness it for greatest effect In this 4th edition readers will journey toward understanding the link between teacher inquiry and the creation of data driven classrooms by walking through some of today s most relevant scenarios as well as timeless and enduring examples Featuring helpful exercises and step by step instructions this edition includes A head on discussion of equity and social justice and the role inquiry plays in tackling it A look at professional practice doctoral programs as ripe context for inquiry A complete chapter on the role literature plays in teacher research A more seamless integration between the text and accompanying website Grab this text raise your voice at the table of educational reform and transform assumptions for more impactful teaching

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The Reflective Educator's Guide to Practitioner Inquiry

Inquiry Nancy Fichtman Dana, Diane Yendol-Hoppey, Logan Rutten, 2025-05-30 Transform your teaching and shape education through the power of inquiry Grounded in real world examples and more than 30 years of research in professional development the fifth edition of *The Reflective Educator's Guide to Practitioner Inquiry* addresses how inquiry fosters curiosity reflection and practical action to enhance effective classroom learning This latest edition invites educators to view inquiry as a process a product and a stance The book offers new sections on the relationship between AI and teacher inquiry and the ways in which inquiry is changing with the times Additional features and updates include A new chapter that provides a step by step guide to crafting an intentional actionable research plan Access exercises inductive and deductive data analysis worksheets ethical guidelines and examples addressing today's issues in education A discussion of the connections between practitioner inquiry and supporting the academic success of every student *The Reflective Educator's Guide to Practitioner Inquiry* fifth edition empowers educators at every stage in their careers to investigate their practice drive sustained professional growth and harness inquiry's potential to create classrooms where both students and teachers thrive

Absolute Beginner's Guide to Programming Greg M. Perry, 2002 This book teaches you everything you need to

know to understand computer programming 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 setting or enterprise for data delivery reporting data mining forecasting statistical analysis and more SAS employee and technologist Stephen McDaniel combines real world expertise and a friendly writing style to introduce readers to SAS basics Covers crucial topics such as getting various types of data into the software producing reports working with the data basic SAS programming macros and working with SAS and databases

The Instructional Leader's Guide to Informal Classroom Observations Sally J. Zepeda, 2009 Like the best selling first edition this book shows elementary middle and high school principals and other instructional leaders how to Make your classroom walk throughs more productive and efficient Ensure the professional development and growth of your teachers Provide teachers with easy to digest feedback Motivate your teachers and improve student learning *SAS For Dummies* Chris Hemedinger, 2025-03-25 Become data savvy with the widely used data and AI software Data and analytics are essential for any business giving insight into what's working what can be improved and what else needs to be done SAS software helps you make sure you're doing data right with a host of data management reporting and analysis tools *SAS For Dummies* teaches you the essentials helping you navigate this statistical software and turn information into value In this book learn how to gather data create reports and analyze results You'll also discover how SAS machine learning and AI can help deliver decisions based on data Even if you're brand new to data and analytics this easy to follow guide will turn you into an SAS power user Become familiar with the most popular SAS applications including SAS 9 and SAS Viya Connect to data organize your information and adopt sound data security practices Get a primer on working with data sets variables and statistical analysis Explore and analyze data through SAS programming and rich application interfaces Create and share graphs interactive visualizations to deliver insights This is the perfect *Dummies* guide for new SAS users looking to improve their skills in any industry and for any organization size **Printing** M.L. Humphrey, 2018-06-01 Knowing how to print documents that you've created in Excel is an essential skill Think how many pieces of paper have been wasted over the years because someone didn't know how to format an Excel document for printing Or how many people have had to sit there and hold a second page with just one last column on it up to the first page to see the row labels for the data table they printed These mistakes can be avoided if you just understand the basics of printing in Excel In this guide you'll learn how to print a header row or identifying column on each page how to scale your document so that you never have one column or one row that prints on an extra page all by itself how to add page numbers to your documents and much much more It's not hard to master and it's well worth learning So do it today The Easy Excel Essentials series of titles are meant to cover one specific topic of interest to users who know the basics of how to navigate Excel but want to increase their knowledge in that one particular area If you want to increase your Excel knowledge in a more general way see the Excel Essentials series which consists of Excel for Beginners Intermediate Excel and 50 Useful Excel Functions In that series printing is covered in Excel for Beginners

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