

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 (nesting a function).
	Constant: An unchanging value.
	Operator: Symbol specifying a calculation to perform. The order of precedence for symbols is: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> [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 -8.0. $-8.0 = -1 - 2 - 3 - 6 - 10$.

Examples of Summing Selected Data

A toy manufacturer, Happy Toys, uses `SUMIF` to track worldwide shipment costs by country.

A	B	C
	Country	Shipment Cost
1	US	\$1,098.00
2	Canada	\$3,740.00
3	UK	\$2,473.00
4	India	\$8,541.00
5	Japan	\$10,632.00
6	India	\$8,980.00

CELL C4 = \$3,573.00 because =`SUMIF($B1:$B5, "US", $C1:$C6)` finds all "US" cells in \$B1:\$B5 then sums their \$C1:\$C6 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 position to be rounded H >= 5.

e.g. =`ROUND(3.4375, 2)` rounds 3.4375 to 2 decimal places or 3.44.
=`ROUND(67.5462, 34, -2)` rounds 67.5462 to 34 to the nearest 100, or 100.000.

=`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(3.4375, 2)` rounds 3.4375 up to the nearest multiple of 2 returning 4.
=`MROUND(-67.5462, 34, -2)` rounds -67.5462 up to the nearest multiple of -32 returning -67.5462.

Only Rounded One Way

=`ROUNDDOWN(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(0.1, 2)` = 1.2
`CEILING(-0.9, 2)` = -1.8

`CEILING` is a similar function that rounds down.

=`CEILING.PRECISE(number, significance)`

Same as `CEILING` but always rounds up. `CEILING.PRECISE` is the same as `FLOOR` but always rounds down.

=`FEVEN(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.

=`MTN(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 in words instead of numbers and letters. For example, the intention of the formula =`AVERAGE(PurchasePrice)` becomes clear when =`AVERAGE(PurchasePrice)` is used.

Alpha 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. A1, D2, E20) just "A1", "D2", "E20".
4. Restrict name length to 255 characters.
5. Names are not case sensitive.

Creating a Named

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 cell it refers to.

1. To create a range name, select the cell(s) to name.
2. Choose `FORMULAS`, then `Define Name`.
3. Type a name for the range and (optionally) select the `SCOPE`. Add a `COMMENT` (optional) then press `OK`.

Names for constants or formulas are created in the same way except they must be preceded by `=` in `REFERS TO`.



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 `Define Name`.
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	Q1	Q2
2	East	120	131
3	Central	210	204
4	West	300	207

Creates 7 named ranges. One for each column and row of data, plus a range called `YTD Sales` for \$B1:\$D4.

Examples of Using If/Then

Happy Toys wants to set Canadian prices. Multiplying US prices by the exchange rate may not be market driven. Rounding up is always better for the bottom line so `ROUND` and `MROUND` are abandoned in favor of `CEILING`. Additional rounding is required to satisfy Marketing's desire for Canadian prices to always end in 50.

=`CELL(B4) = $B3*C3` results in 19.551.

=`CELL(B7) = MROUND($B3*C3, 10)` results in 19.60. Cell B6 is rounded to the nearest single decimal.

=`MROUND($B3*C3, 5)` results in 19.50. Cell B6 is rounded to the nearest 50 cents.

=`CEILING($B3*C3, 5)` results in 20.00. Cell B6 is rounded up to the nearest 50 cents.

=`CEILING($B3*C3, 5) - 0.05` results in 19.95. One penny is subtracted from cell B6. This is the price selected by Marketing.

A	B	C
2	US Price:	Ex Rate:
3	19.19	1.0100
4		
5	Canadian	Function
6	Prices	CEILING
7	19.551	
8	19.60	ROUND
9	19.50	MROUND
10	20.00	CEILING
11	19.95	CEILING

Cheat Sheet Excel 2010

Stephen L. Nelson, E. C. Nelson

Cheat Sheet Excel 2010:

[Microsoft Excel 2010 Introduction Quick Reference Guide \(Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card\)](#) Beezix Software Services, Inc, Beezix, Inc Staff, 2010-05-01 Laminated quick reference card showing step by step instructions and shortcuts for how to use 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: Creating Workbooks, Entering and Editing Data, Undo and Redo, Resizing Column Width and Row Height, Inserting and Deleting Rows, Columns and Cells, Clearing Cells, Clearing Formatting, Formatting Numbers and Cells, Aligning and Merging Cell Contents, Borders and Grids, Viewing the Worksheet as it will Print, Entering Dates, Entering Sequences, Entering Formulas, Cut, Copy, Paste, Drag, Excel 2010 Tables, PivotTables, Sorting, Advanced Charts, Functions, Formulas.

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[Microsoft Excel 2010 Charts and Sparklines Quick Reference Guide \(Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card\)](#) Beezix, Inc Staff, 2011-08-15 Laminated quick

reference card showing step by step instructions and shortcuts for how to use charts graphs and Sparklines features of Microsoft Office Excel 2010 The following topics are covered Charts Inserting a Chart Creating a Chart Sheet Using the Default Chart Type Changing Type Resizing a Chart in the Worksheet Changing Chart Type Charting Non Adjacent Data Selecting Chart Objects Adjusting Scale Creating a Chart with Two Scales Add Move or Remove the Legend Adding a Data Series Removing a Data Series Using Tables as a Data Source Switching Rows and Columns Adding or Removing Gridlines Exploding a Piece of a Pie Chart Adding Explanatory Text Adding Visuals Adding Data Labels Move Format Edit Data Labels Adding Removing a Chart Title Adding an Axis Title Moving a Title Using Styles and Layouts Moving the Chart to Another Worksheet Adding a Projection or Trendline to a Data Series Removing a Trendline Handling Hidden and Empty Cells Setting the Default Chart Creating a Chart Template Applying a Custom Chart Type Sparklines Creating a Sparkline Removing Sparklines Grouping Sparklines Changing Sparkline Type Customizing Sparklines Adding Text Highlighting Values Markers Changing Marker Color Change Sparklines Color and Weight Customizing Axis Settings Handling Hidden and Empty Cells This guide is suitable as a training handout or simply an easy to use reference guide for any type of user This guide is one of several titles available for Excel 2010 Excel 2010 Introduction Excel 2010 Tables PivotTables Sorting Advanced Charts

Functions Formulas *Microsoft Excel 2010 Functions and Formulas Quick Reference Guide (4-Page Cheat Sheet Focusing on Examples and Context for Interme* Beezix Software Services, Beezix, Inc Staff, 2011-04-15 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 Excel 2010 Tables

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Effective Data Visualization Stephanie D. H. Evergreen,2016-04-22

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Microsoft PowerPoint 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix, Beezix Software Services, 2010-06-10

Microsoft Excel 2010 Tables, PivotTables, Sorting and Filtering Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts) Beezix Software Services, Inc, 2011-02-18 Laminated quick reference

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Metaphor Studies: Theories, Methods, Approaches, and Future Perspectives Ilaria Rizzato, Valentina Cuccio,Aletta Gesina

Dorst,2024-12-12 Metaphor has been studied as a linguistic conceptual and communicative phenomenon in a wide range of disciplines including linguistics literary studies philosophy education political science media studies communication science psychology and neurosciences While the Cognitive Theory of Metaphor has dominated the field since the cognitive turn in the 1980s alternatives have been proposed including the Neural Theory of Metaphor the Relevance Theory Approach the Complex Systems Approach and the Dynamic Systems Approach Though studies are still often text based there is a growing body of research on visual metaphor multimodal metaphor and gestural metaphor as well as experimental research ranging from studies on metaphor processing and comprehension to studies in NLP and machine learning Metaphor Studies is thus a highly interdisciplinary field that encompasses a myriad of theories approaches and methods In current metaphor research each of these strands is facing new challenges and offering new venues of cutting edge research using state of the art technologies Researchers tend to focus on their own research areas and provide in depth views within the scope of their own disciplines Metaphor Studies do not seem to escape this phenomenon in spite of the large number of disciplines they draw on ranging from linguistics to psychology to the theory of science Hence there seem to be little cooperation and communication

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[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

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