

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`. `8` is $-1, -2, 3, -6, 10$.

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(D4) = $3,573.00` because `=SUMIF(B1:B5, "US", C1:C5)` finds all "US" cells in B1:B5 then sums their C1:C5 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.

`=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 -10 returning -67.5462.

Only Rounded Once Way

`=ROUNDDOWN(number, number of digits)`

Same as `ROUND` but always rounds up and away from 0. `=ROUNDUP` 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) = -8`

`CEILING(10.1, -2) = -12`

`FLOOR` is a similar function that rounds down.

`=CEILING.PRECISE(number, significance)`

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

`=EVEN(number)`

Same as `ROUND` but always rounds it away from zero to the nearest even integer. `ODD` always rounds away from zero to the nearest odd integer.

`=INT(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, E2:D3) just "A1", "C1", "B1", or "D1".
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	150
3	Central	210	300
4	West	800	420

Creates 7 named ranges. One for each column and row of data, plus a range called `YTDSales` for `B3:D5`.

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) = $9.53` results in 19.53.

`=CEILING(B3*PC3,10)` results in 19.60. Cell B6 is rounded to the nearest single decimal.

`=MROUND(B3*PC3,5)` results in 19.50. Cell B6 is rounded to the nearest 50 cents.

`=CEILING(B3*PC3,5)` results in 20.00. Cell B6 is rounded up to the nearest 50 cents.

`=CEILING(B3*PC3,5)-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	Used
7	19.53	CEILING
8	19.60	ROUND
9	19.50	MROUND
10	20.00	CEILING
11	19.95	CEILING

Cheat Sheet Excel 2010

Beezix Software Services, Beezix, Inc

Staff

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

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Financial Modeling in Excel For Dummies Danielle Stein Fairhurst,2021-12-14 Turn

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

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[Microsoft Excel 2010 Tables, PivotTables, Sorting and Filtering Quick Reference Guide \(Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card\)](#) Beezix Software Services, Inc, 2011-02-18 Laminated quick reference card showing step by step instructions and shortcuts for how to use tables PivotTables sorting and filtering features in 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 Excel Tables Creating an Excel Table Changing the Table Area Adding a New Row or Column to the Table Deleting a Table Row or Column Turning On/Off the Total Row Changing the Total Row Convert a Table to a Normal Range Using a Normal Range for Sorting Filtering Subtotals and PivotTables Removing Duplicates Structured References in Excel Tables PivotTables Creating a PivotTable or PivotChart Report Show/Hide the PivotTable Field List Adding/Removing a PivotTable Field Refreshing a PivotTable Rearranging a PivotTable Adding a PivotChart to an Existing PivotTable Changing the Summary Function Changing How Values are Shown Sorting in a PivotTable Grouping by Dates or Time Filtering PivotTables and Charts with Slicers Sorting Excel 2010 Tables PivotTables Sorting Advanced Charts Functions Formulas

Malware Forensics Field Guide for Linux Systems Eoghan Casey, Cameron H. Malin, James M. Aquilina, 2013-12-07 Malware Forensics Field Guide for Linux Systems is a handy reference that shows students the essential tools needed to do computer forensics analysis at the crime scene It is part of Syngress Digital Forensics Field Guides a series of companions for any digital and computer forensic student investigator or analyst Each Guide is a toolkit with checklists for specific tasks case studies of difficult situations and expert analyst tips that will aid in recovering data from digital media that will be used in criminal prosecution This book collects data from all methods of electronic data storage and transfer devices including computers laptops PDAs and the images spreadsheets and other types of files stored on these devices It is specific for Linux based systems where new malware is developed every day The authors are world renowned leaders in investigating and analyzing malicious code Chapters cover malware incident response volatile data collection and examination on a live Linux system analysis of physical and process memory dumps for malware artifacts post mortem forensics discovering and extracting malware and associated artifacts from Linux systems legal considerations file identification and profiling initial analysis of a suspect file on a Linux system and analysis of a suspect program This book will appeal to computer forensic

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Microsoft Excel 2000 Rick Winter,1999 This cheat sheet provides a knowledge base needed to ready for the Excel 2000 MOUS exam Each chapter is designed to introduce explain and teach necessary skills to pass certification including hands on practice labs requiring usage of learned skills Highlighted text and margin notes denote special interest topics from the author Web sites features more practice exercises

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

across different fields methods and approaches having metaphors and figurative language as their main object of investigation This Research Topic aims to promote cross fertilization among the many research areas involved in Metaphor Studies thus bringing together different methods and perspectives and offering a comprehensive overview of the possible research scenarios

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