# Excel® 2010 Functions & Formulas

#### Clossary



Formula: An equation in a cell that results in a Robert Williams

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 (creating a eventual function's.

Constant: An unchanging value

Operator: Symbol specifying a calculation to: perform. The order of precedence for prembolis in:

> Arithmetic: - Negative, % Percent, Exponentiation.

\* and / Multiplication and division. + and - Addition and subtraction

Comparison: - Equals, -c Less than, > Greater than, <= Less than or equalto, see Greater than or equal to.

eco- Doses not equal

Beference: A cell, range of cells, or a name that represents a value or cell(s). The order of precedence for references is:

> ( (colors) Range

#### Conditionally Summing Data

The traditional Sum() and Count() functions can be extended with SUMIRO and COUNTIRO to only sum or count data that match certain criteria.

#### -SUMIR(range, criteria, sum\_range)

#### -COUNTIF(ramge, criteria):

Sums or counts only numbers in varge that match ariteria. Optional sum, range allows cells summed to: be in a different range than cells matching criteria. e.g. = SUMIR(81:85, "<0") results in -8 if 81:85 = 1, -2, 3,-6, 10.

#### Examples of Summing Selected Data

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

10	A 18.	- 6	0
	Country	Shipping Cost	TOUALS
3	1075	1,098.00	US shipping
-	Camada	3,624.00	\$3,571.00
5	9.7%	2,473.00	
6	brodies.	8.674.00	
7	Japan	10,632.00	
	Investiga.	JU2090-00	

CELL D4 = \$3.571.00 because #SUMIRES 88, "US", C3 C8) finds all "US" cells in 83 88 then sums their C3 C8 counterparts.

#### Being Precise (Rounding)

Use Escel's 12 rounding functions when cells display. slightly different values than what is actually stored. For example, ROUND reduces the confusion when Excelsums a column of numbers with decimals to a different. total than if you summed them manually.

#### Round Up or Down to a Multiple

#### -ROUNDinumber, number of digits)

Rounds to neavest integer, decimal place or multiple of ten. Rounds a number to specified number of digits where manufacturer can refer to a cell and manufact of digits can be 0 - round to meanest integer

Postave - round to decreal places.

Negative - round to multiplies of ten. Rounds up if the prontion to be rounded is one 5.

e.q. =ROUND(3:4376,2) rounds 3:4376 to 2 decimal; places or 3.44.

«ROUND(67,567.34, -2) rounds 67,562.34 to the meanest 100, or 67,600.

#### -MROUND(number, multiple)

Rounds to a specified multiple.

Rounds a positive reamber up and away from 0 if the remainder of dividing number by multiple is >= half of enultiple. Also rounds up and away from 0 if negative, producing a larger negative.

A positive number must have a positive multiple and a recyclive number a regular multiple.

e.g. =MROUND (3.4376, 2) rounds 3.4376 up to the represent enaltiple of Treturning 4.

=MROUND (-67,562.34, -0.2) rounds -67,563.34 up to the recent multiple of -0.2 returning -67,562.4.

#### Only Round One Way

#### -ROUNDUP(number, number of digits)

Same as ROUND but always rounds up and away from O. ROUNDOOWN 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. OBILING(310.1, 2) = 1.2

OBILING(-9.9, 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 FOOOR but always rounds down

#### ~EWENOnumber)

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

#### -- INT (mumbers)

Bounds 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 seferences display as words. instead of numbers and letters. For example, the interition of the formula =AVERAGE(82:97) becomes clear when =AYERAGE(RunchassePrice) is used.

#### Marroe Folles

- 1. First character of a cell name must be a letter. unidersoone or backshads.
- 2. Remaining characters must be alphanument, a period or an underscore.
- Do not use: spaces, cell references (e.g. A100), 82C30, just "C", "c", "R", or "r".
- 4. Restrict name length to 255 characters.
- 5. Marriers are not case sensitive.

#### Creating a Mame

Simple names can be created via the worksheet's Name. Box. Otherwise, the FORMULAS, DEFINE NAME method. is problemed.

SCOPE is used within the DEFINE NAME method to limit. the worksheetis) 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 cells it refers to:

- To create a range name select the cell(s) to name.
- 2. Choose FORMULAS, then Collective Name
- 3. Type a name for the range and optionally select the SCOPE, Add a COMMENT (optional) then press «Enter».

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

The Name Sociahows the active celladdress or, if defined, the tange name. Bast

#### Creating Several Names at Once

Labels for rows or columns of estating data can be used. to create named ranges. Libels can be above, below, left or right of the data.

- 1. Select existing data and the labels.
- 2. Choose FORMULAS, then IIII Destr from Services
- 3. Specify which part of the selection to use as names, aug. Top Row and/or Left Column. (Click! OK. For equample:

	1.00		- 6	
	WTDSeles	GMC	CONTRACT	KON N
30	Cost	123	300	844
	Continue	210	500	399
40	Millered .	2000	400	5000

Creates 7 named ranges. One for each column and row of data, plus a range called YTDSales for \$852:5054.

#### Examples of Being Precise

Happy Toys wants to set Canadian prices. Multiplying US prices by the exchange rate may not be market smart. Rounding up is always better for the bottom line so ROUND and MROUND are abandoned in favor of CEILING. Additional tinkering is required to satisfy Marketing's desire for Canadian prices to always end in 99.

CEUL 9-6: -83°C3 results in 19.551.

CELL 87: -- ROUND(80^C3, 10 results in 19.60. Cell 86 is rounded to the nearest single decimal.

CELL Bit: -MROUNDOID\*C2L05) results in 19.50. Cell Bit-is rounded to the meserest 50 cents.

CELL 85: +CELING(83\*CIV0.5) results in 20:00. Cell 86 is rounded up to the meanest 50 cents.

CELL 810: - CEILING/B3\*C3-0.53-0.01 results in 19:59. One penny is subtracted from cell 89. This is the price selected by Marketing.

100		(0)
2	US Price:	Ex Rate:
36	19.19	1.0188
4		
	Canadian	Function
5	Prices	Used
6	19.551	
7	19.60	ROUND
88	19.50	MINOUND
9	20.00	CERTIMOS
10	19.99	CEILING

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