

The book was found

Microsoft Excel 2010 Functions & Formulas Quick Reference Guide (4-page Cheat Sheet Focusing On Examples And Context For Intermediate-to-advanced Functions And Formulas- Laminated Guide)

Excel 2010 Functions & Formulas

Glossary

- Formula:** A calculation or action that Excel performs on data.
- Function:** Predefined formulas that perform specific calculations on data in your worksheet.
- Argument:** The values entered by the user in a formula to calculate the result.
- Context:** The location of the formula in the worksheet.
- Formula Reference:** A reference to a cell or range of cells that contains the data used in the formula.

Being Precise (Rounding)

The ROUND function rounds a number to a specified number of digits. The syntax is: **ROUND(number, num_digits)**. For example, **ROUND(3.14159, 2)** returns 3.14.

ROUNDUP and **ROUNDDOWN** functions allow you to round a number up or down to a specific number of digits. The syntax for **ROUNDUP** is: **ROUNDUP(number, num_digits)**. For example, **ROUNDUP(3.14159, 2)** returns 3.15.

ROUND function: number of digits
 Rounds a number to a specified number of digits. The syntax is: **ROUND(number, num_digits)**. For example, **ROUND(3.14159, 2)** returns 3.14.

ROUNDUP function: number of digits
 Rounds a number up to a specified number of digits. The syntax is: **ROUNDUP(number, num_digits)**. For example, **ROUNDUP(3.14159, 2)** returns 3.15.

ROUNDDOWN function: number of digits
 Rounds a number down to a specified number of digits. The syntax is: **ROUNDDOWN(number, num_digits)**. For example, **ROUNDDOWN(3.14159, 2)** returns 3.14.

Improving Clarity with Range Names

Using range names makes your formulas easier to read and understand. The syntax for defining a range name is: **=range_name**. For example, **=SUM(Sales)** is easier to read than **=SUM(B2:D10)**.

NAME function: range name
 Returns the range name for a given cell or range. The syntax is: **NAME(range_name)**. For example, **NAME(B2:D10)** returns "Sales".

Conditionally Summing Data

The **SUMIF** function sums the values in a range that meet a certain criteria. The syntax is: **SUMIF(range, criteria, sum_range)**. For example, **SUMIF(A1:A10, ">10", B1:B10)** sums the values in B1:B10 where A1:A10 is greater than 10.

SUMIF function: range, criteria, sum_range
 Sums the values in a range that meet a certain criteria. The syntax is: **SUMIF(range, criteria, sum_range)**. For example, **SUMIF(A1:A10, ">10", B1:B10)** sums the values in B1:B10 where A1:A10 is greater than 10.

Only Summing One Way

The **SUMPRODUCT** function multiplies the corresponding values in two or more arrays and returns the sum of the products. The syntax is: **SUMPRODUCT(array1, array2, ...)**. For example, **SUMPRODUCT(A1:A10, B1:B10)** returns the sum of the products of the values in A1:A10 and B1:B10.

SUMPRODUCT function: array1, array2, ...
 Multiplies the corresponding values in two or more arrays and returns the sum of the products. The syntax is: **SUMPRODUCT(array1, array2, ...)**. For example, **SUMPRODUCT(A1:A10, B1:B10)** returns the sum of the products of the values in A1:A10 and B1:B10.

Examples of Summing Selected Data

Category	Product	Price	Quantity	Total
Electronics	Smartphone	\$100	5	\$500
Electronics	Laptop	\$1200	2	\$2400
Electronics	Tablet	\$300	3	\$900
Electronics	Smartwatch	\$200	4	\$800
Electronics	Headphones	\$150	6	\$900
Electronics	Smart TV	\$800	1	\$800
Electronics	Smart Home System	\$500	1	\$500
Electronics	Smart Lock	\$200	1	\$200
Electronics	Smart Doorbell	\$150	1	\$150
Electronics	Smart Thermostat	\$100	1	\$100

SUMIF function: range, criteria, sum_range
 Sums the values in a range that meet a certain criteria. The syntax is: **SUMIF(range, criteria, sum_range)**. For example, **SUMIF(A1:A10, ">10", B1:B10)** sums the values in B1:B10 where A1:A10 is greater than 10.

Examples of Being Precise

The **ROUND** function rounds a number to a specified number of digits. The syntax is: **ROUND(number, num_digits)**. For example, **ROUND(3.14159, 2)** returns 3.14.

ROUNDUP function: number of digits
 Rounds a number up to a specified number of digits. The syntax is: **ROUNDUP(number, num_digits)**. For example, **ROUNDUP(3.14159, 2)** returns 3.15.

ROUNDDOWN function: number of digits
 Rounds a number down to a specified number of digits. The syntax is: **ROUNDDOWN(number, num_digits)**. For example, **ROUNDDOWN(3.14159, 2)** returns 3.14.

Examples of Improving Clarity with Range Names

Category	Product	Price	Quantity	Total
Electronics	Smartphone	\$100	5	\$500
Electronics	Laptop	\$1200	2	\$2400
Electronics	Tablet	\$300	3	\$900
Electronics	Smartwatch	\$200	4	\$800
Electronics	Headphones	\$150	6	\$900
Electronics	Smart TV	\$800	1	\$800
Electronics	Smart Home System	\$500	1	\$500
Electronics	Smart Lock	\$200	1	\$200
Electronics	Smart Doorbell	\$150	1	\$150
Electronics	Smart Thermostat	\$100	1	\$100

NAME function: range name
 Returns the range name for a given cell or range. The syntax is: **NAME(range_name)**. For example, **NAME(B2:D10)** returns "Sales".

Examples of Only Summing One Way

Category	Product	Price	Quantity	Total
Electronics	Smartphone	\$100	5	\$500
Electronics	Laptop	\$1200	2	\$2400
Electronics	Tablet	\$300	3	\$900
Electronics	Smartwatch	\$200	4	\$800
Electronics	Headphones	\$150	6	\$900
Electronics	Smart TV	\$800	1	\$800
Electronics	Smart Home System	\$500	1	\$500
Electronics	Smart Lock	\$200	1	\$200
Electronics	Smart Doorbell	\$150	1	\$150
Electronics	Smart Thermostat	\$100	1	\$100

SUMPRODUCT function: array1, array2, ...
 Multiplies the corresponding values in two or more arrays and returns the sum of the products. The syntax is: **SUMPRODUCT(array1, array2, ...)**. For example, **SUMPRODUCT(A1:A10, B1:B10)** returns the sum of the products of the values in A1:A10 and B1:B10.



Synopsis

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 & Multi-Cell Arrays) Dates and Times (DATE, YEAR, MONTH, DAY, TODAY, WEEKDAY, NETWORKDAY) Using a Formula for Data Validation Troubleshooting: Types of Errors, Automatic Error Checking, Using the Error Checker, Show/Hide Formulas, Watching Cells, Evaluating Nested Formulas, Selecting Related Cells, Displaying Cell Relationships, Removing Relationship Arrows. This guide is one of several titles available for Excel 2010: Excel 2010 Introduction; Excel 2010 Tables, PivotTables, Sorting & Filtering; Advanced & Macros; Charts & Sparklines; Functions & Formulas.

Book Information

Pamphlet: 4 pages

Publisher: Beezix Inc. (April 15, 2011)

Language: English

ISBN-10: 1936220253

ISBN-13: 978-1936220250

Product Dimensions: 11 x 8.5 x 0.4 inches

Shipping Weight: 0.3 ounces (View shipping rates and policies)

Average Customer Review: 4.5 out of 5 stars Â Â See all reviews Â (144 customer reviews)

Best Sellers Rank: #25,199 in Books (See Top 100 in Books) #14 in Â Books > Computers & Technology > Software > Microsoft > Microsoft Excel #17 in Â Books > Computers & Technology > Software > Microsoft > Microsoft Office

Customer Reviews

This sheet is a great tool that eases the need to remember certain formula configurations. Been looking for something like this for some time and now use it constantly. I recommend this for the simple reason that it is simple, concise and easy to read/use.

Bought several of these for different Microsoft products that we use at work. Some of my co-workers who don't use the programs that often found them very useful for finding quick answers to their questions.

this card covers all the things you need when doing functions or formulas in excel - great to have it in one card

This is excellent as a quick reference for people not well versed in Excel. I use it all the time as I'm learning Excel in my "older years" and the memory needs jogged at times. This is a great resource to keep on my desk and doesn't take the space of those huge Excel Bibles! I love this handy reference, it's laminated well and doesn't come apart.

Perfect to keep as a summary. I have a binder with all my notes for my computer. This is excellent. Rather than always searching in books, I can refer to this sheet. I can put it in my binder and refer to it when I want to find a function or formula quickly. I use books, but I like to store reference sheets, information in one place. This is great

I expected a long list of common formula names and a brief explanation of each one. Instead it showed a few formulas with a long description of each. I should have just gone to an actual bookstore for this.

Nifty tool to help with newer version of Excel, which has dramatically changed from prior version. Can't go wrong with the price either!

I got several different ones of these for different programs. Some are quite basic and some are more advanced. I have not used them a lot so far, but intend to. I would say they are worth the price just to save you the frustration and time of looking up how to do something on the program.....SHALOM.....Brother Randahl

[Download to continue reading...](#)

Microsoft Excel 2010 Functions & Formulas Quick Reference Guide (4-page Cheat Sheet focusing on examples and context for intermediate-to-advanced functions and formulas- Laminated Guide)
Microsoft Excel 2013 Functions & Formulas Quick Reference Card (4-page Cheat Sheet focusing

on examples and context for intermediate-to-advanced functions and formulas- Laminated Guide)
Microsoft Excel 2016 Business Analytics & Power BI Quick Reference Guide - Windows Version
(4-page Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Guide) Microsoft Excel 2010
Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated
Card) Microsoft Excel 2010 Tables, PivotTables, Sorting & Filtering Quick Reference Guide (Cheat
Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Access 2010 Intermediate
Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft
Word 2010 Advanced Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts -
Laminated Card) Microsoft Excel 2013 Introduction Quick Reference Guide (Cheat Sheet of
Instructions, Tips & Shortcuts - Laminated Card) Microsoft Access 2010 Introduction Quick
Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Word
2010 Templates & Macros Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts -
Laminated Card) Microsoft Word 2010 Mail Merge & Forms Quick Reference Guide (Cheat Sheet of
Instructions, Tips & Shortcuts - Laminated Card) Microsoft Word 2010 Introduction Quick Reference
Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Outlook 2010
Calendar, Contacts, Tasks Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts -
Laminated Card) Microsoft PowerPoint 2010 Introduction Quick Reference Guide (Cheat Sheet of
Instructions, Tips & Shortcuts - Laminated Card) Microsoft PowerPoint 2013 Advanced Quick
Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Word
2013 Advanced Quick Reference: Styles & Long Documents (Cheat Sheet of Instructions, Tips &
Shortcuts - Laminated Card) Excel: The Complete Beginners Guide - Boost Your Productivity And
Master Excel In Just 24 Hours! (Excel, Microsoft Office, MS Excel 2016) EXCEL: Strategic Use of
the Calc Spreadsheet in Business Environment. Data Analysis and Business Modeling (Functions
and Formulas, Macros, MS Excel 2016, Shortcuts, Microsoft Office) Microsoft Word 2013 Templates
& Forms Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card)
Microsoft Word 2007 Mail Merge & Forms Quick Reference Guide (Cheat Sheet of Instructions, Tips
& Shortcuts - Laminated Card)

[Dmca](#)