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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)

Excel® 2013 Functions & Formulas

Glossary

- 1. Formula:** An equation in which the result is a calculation.
- 2. Function:** Pre-built formula that performs an operation on values and returns a result.
- 3. Argument:** The values used by a function. Multiple arguments separate by commas. Can be another function to create a nested function.
- 4. Operator:** An underlying calculation.
- 5. Operator:** Symbol preceding a calculation operator. See **Controlling Order of Precedence** for more information.
- 6. Reference:** A cell, range of cells, or a name that represents a calculation. The order of precedence for references:
 - Global range
 - Named range
 - Worksheet name
 - Worksheet range
- 7. Order of Precedence:** The order of precedence for calculation is:
 - Arithmetic
 - Text
 - Date/Time
 - Lookup
 - Database
 - Statistical
 - Financial
 - Engineering

Controlling Order of Precedence

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Conditional Summing/Counting Data

The **SUMIF** and **COUNTIF** functions can be used to sum or count data based on a condition. For example, to sum the values in the range B2:B10 that are greater than 10, use the formula: **=SUMIF(B2:B10, >10, B2:B10)**.

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Being Precise (Rounding)

To avoid errors in calculations, it's important to round numbers to the appropriate number of decimal places. The **ROUND** function is used to round a number to a specified number of decimal places.

ROUND(number, num_digits)

Example: **=ROUND(2.45678, 2)** results in 2.46.

ROUNDUP(number, num_digits)

Example: **=ROUNDUP(2.45678, 2)** results in 2.46.

ROUNDDOWN(number, num_digits)

Example: **=ROUNDDOWN(2.45678, 2)** results in 2.45.

Improving Clarity with Range Names

Using range names makes formulas easier to read and understand. To create a range name, select the range of cells and use the **Formulas > Define Name > Define Name** command.

Example: To sum the values in the range B2:B10, use the formula: **=SUM(MyRange)**.

Working with Dates

The **TODAY** function returns the current date. The **NOW** function returns the current date and time.

TODAY()

Example: **=TODAY()** returns the current date.

NOW()

Example: **=NOW()** returns the current date and time.

Working with Text

The **CONCATENATE** function is used to join two or more text strings. The **TEXT** function is used to convert a number to text.

CONCATENATE(text1, text2, ...)

Example: **=CONCATENATE("Hello", "World")** results in "HelloWorld".

TEXT(value, format_text)

Example: **=TEXT(12345, "00000")** results in "012345".

Working with Numbers

The **ABS** function returns the absolute value of a number. The **CEILING** function rounds a number up to the nearest integer.

ABS(number)

Example: **=ABS(-123)** results in 123.

CEILING(number, significance)

Example: **=CEILING(123.456, 1)** results in 124.

Working with Arrays

The **INDEX** function is used to return a value from a range of cells. The **MATCH** function is used to find the position of a value in a range of cells.

INDEX(array, row_num, [column_num])

Example: **=INDEX(A1:C10, 5, 2)** returns the value in cell B5.

MATCH(lookup_value, lookup_array, [match_type])

Example: **=MATCH(10, A1:C10, 0)** returns the position of the value 10 in the range A1:C10.



Synopsis

Geared toward the intermediate to advanced Microsoft Excel 2013 user, this example-rich 4-page laminated quick reference card/guide provides explanations and context for many powerful Excel 2013 spreadsheet formulas and functions. Step-by-step instructions for many formula/function-related features such as using range names, and Excel's troubleshooting features. This guide is suitable as a training handout, or simply an easy to use reference guide. Topics include: Controlling Order of Precedence, Conditionally Summing/Counting Data (SUMIF, COUNTIF), Being Precise (Rounding functions), Improving Clarity with Range Names: Creating Names, Limiting Scope, Defining a Constant or Formula for a Name, Managing Names, Indirectly Referring to a Named Range (INDIRECT), Merging Text and Numbers (CONCATENATE, TEXT, LEFT, RIGHT, MID, LEN, FIND, VALUE, TRIM, SUBSTITUTE), Changing Results: IF, AND, OR, NOT, 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, NETWORKDAYS, EDATE), Using a Formula for Data Validation, Troubleshooting: Types of Errors, Automatic Error Checking, Using the Error Checker, Showing/Hiding Formulas, Watching Cells, Evaluating Nested Formulas, Selecting Related Cells, Displaying Cell Relationships, Removing Relationship Arrows. This guide is one of multiple titles available for Excel 2013: Excel 2013 Introduction (ISBN 978-1936220762); Excel 2013 Functions & Formulas; Excel 2013 Data Analysis with Tables (978-1936220786).

Book Information

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Customer Reviews

The reference card is full page size, one signature (4 pages). There are explanations on how to do vlookup, name manager, a brief section on IF statements (that could have been longer) and more. I liked that they broke down the formulas and gave brief examples, also showing how formulas could be combined. I gave this four stars because the back page and part of the third page seemed like "fluff", but I suppose that error checking and some other items might be helpful to others. I'd add more time to IF statements and conditional formatting, but that's me.

This is a review of the Quick sheets available for various Microsoft programs. I purchased 7 of them for the following: Powerpoint 2013, Excel 2013, Windows 8, Office 365, Word 2013, Outlook 2013, IE 10. They all come laminated. Some are dual sided and a few are multiple pages. The same company makes all 7. Now on to the usefulness of them. They are great cheat sheets. The information is on the basic side....but sometimes that is what you need. These can be useful to a user of any skill set. I have years of experience with all of the above products. However, I retired young at 55 a few years back and have only used my iOS and OX. I have spent the last four years totally away from the Microsoft family of products. Sure most of what is in these can be found in the help menu etc..... but if you want to use all 27 inches of your screen real estate to view the program and do not have a secondary monitor these are well worth the cheap price. All 7 of these cost me around \$20. I am sure within a few months they will not be needed but for now Thank you very much.

Great for beginners and intermediate users. Some new stuff I learned and for the items that I already knew about it is great practice to learn where everything is at on my Surface Pro 2, using Microsoft Office 365. Going from Office 2003 and 2007 to 2013 Office 365 can be a shock for some. Because it doesn't cost that much I felt it was worth it for me. Obviously for those of you who have more experience you shouldn't even be looking at this page.

Great for a handy desk cheat sheet! Has many of those once in a while used items that you don't always remember. It is also a great tool when upgrading to the 2013 software as the layout has changed slightly.

I love these little reference sheets. It has great input, quick references and I can just keep it at arms reach on my bulletin board....this is not the first reference sheet I have bought. I had one, loaned to a coworker which she LOVED, so I gave it to her and bought me another one. Definitely a must. Microsoft Excel 2013 Functions & Formulas Quick Reference Card (4-page Cheat Sheet

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Easy to use and excellent information. Saves alot of time having this quick reference. Very user friendly. When I've mastered this level I'll reorder the advanced sheet.

The best ever. Great for home, school, and the office. Would recommend to everyone. Great time saver. You learn a lot from them.Helen

a little complicated for me that is not too familier with all the names mentioned. example scope.

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