

Excel® Formulas & Functions

Quick Reference Guide

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About Formulas and Functions

Formulas and Functions Terminology

Formulas are expressions that combine values, cell references, operators, and functions to perform calculations. They always start with an equal sign (=) and can include various elements such as numbers, text, cell references, and operators. For example, the formula **=A1+B1** adds the values in cells A1 and B1.

Functions are predefined formulas built into Excel that perform specific operations or calculations. Functions are expressed as: **function_name(arguments)**, where "function_name" represents the specific function to use, and "arguments" are the inputs or data on which the function operates. For example, to write a formula using the SUM function to add the values of cells A1 through A5, type **=SUM(A1:A5)**.

Arguments are the values used by a function. Arguments can refer to individual cells or cell ranges and must be enclosed within parentheses. Separate multiple arguments for a function with commas. An argument can also be another function (creating a nested function).

Constants are unchanging values. For example, the formula **=SUM(A1:A5)*10** always multiplies the sum of cell values in cells A1 through A5 by the value 10, which is the constant.

Operators are symbols specifying a calculation to perform, like addition, subtraction, or multiplication.

References identify either a cell, cell range, or named range of cell values to calculate. A single cell range is referred to by its upper-left and lower-right cell address, separated by a colon symbol. E.g. **A1:A5** refers to cells A1 through A5. Separate multiple, non-adjacent cell references with commas. E.g. **A1,B5:C7** refers to cells A1 and also B5 through C7.

Basic Formula Structure

Use **simple formula syntax** to perform multiple mathematical calculations on multiple cells. Use **ranged formula syntax** to perform a single mathematical function over multiple cells.

Simple Formula Syntax

=B2+B3+B4+B5

1. "Equal" Sign (starts every formula)
2. Mathematical Operators
3. Argument (Cell Addresses)

Mathematical Operators:

- + Addition
- Subtraction
- * Multiplication
- / Division
- % Percentage
- ^ Exponentiation

[] Determines the order of precedence. Designated operations are performed from left to right with anything in parentheses calculated first, then exponentiation, then multiplication and division, and finally addition and subtraction.

Ranged Formula Syntax

=SUM(B2:B5)

1. "Equal" Sign (starts every formula)
2. Function (Sum, Average, Min, Max, etc.)
3. Argument (Cell Range) (in parentheses)

Additional Symbolic Symbols:

- 1. Used to separate the first and last cells in a range
- 2. Used to separate items in a list. E.g. **A1:B3, C4:D5**
- 3. Used to denote an absolute reference

The Formula Bar

The Formula Bar appears below the Ribbon in Excel and is used to input, edit, and view formulas in the currently selected cell in a worksheet.



Creating a Formula

1. Select the cell in which to enter the formula.
2. Type the equal sign (=) to start the formula.
3. Type the rest of the formula.
4. Press the "Enter" key or the "Enter" button in the Formula Bar.

Cell Referencing and Naming

Standard Cell Referencing

To reference a cell manually in a worksheet, type the column and row intersection that references the cell, without spaces. For example, the cell at the intersection of column A, row 10, is referred to as A10.

Relative vs. Absolute Cell References

A relative reference (e.g. B2) changes when copied and pasted to a new location and maintains the relative position of the referenced cell(s) to the formula cell. Example: If a formula in cell H5 that adds cells "C5" through "G5" is copied and pasted into cell H6, it would add cells "C6" through "G6."

An absolute reference (e.g. \$A\$1) remains the same when copied and pasted to a new location and references the original cells. Change any cell reference in a formula into an absolute reference by placing a dollar sign (\$) in front of both the column letter and the row number in the cell reference.

To toggle between absolute, mixed, and relative references, select a cell reference and press "F4."

Referencing Cells in Different Worksheets

Use **3D formula syntax** to calculate information from multiple worksheets. Exclamation points separate sheet names from cell references. For example, to sum the values of cell B2 in Sheet1, Sheet2, and Sheet3:

=SUM(Sheet1:Sheet3!B2)

1. "Equal" Sign (starts every formula)
2. Function (Sum, Average, Min, Max, etc.)
3. Cell Range (always enclosed in parentheses)
4. Sheet Reference (sheet name)

Additional 3D Formula Syntax Symbols:

- 1. Used to separate sheet name from cell reference
- 2. Used to denote an absolute value
- 3. Used to separate sheet names in ranged 3D formulas
- 4. Used to separate individual sheet/cell references from each other. E.g. **=SUM(Sheet1!B2,Sheet2!B2,Sheet3!B2)**

Naming Cells and Cell Ranges

Name a cell or range of cells to enhance the clarity and readability of formulas, more easily reference and understand data, and simplify formula creation. For example, **=AVERAGE(Cos)** is clearer than **=AVERAGE(C512:C5612)**.

Creating a Named Range

Name rules:

1. Must begin with a letter, underscore, or backslash.
2. Remaining characters must be alphanumeric, a period, or an underscore.
3. No spaces or cell references.
4. 255 maximum characters.
5. Names are not case sensitive.

To create a name:

1. Select the cell(s) to be named.
2. Type the name into the Name Box in the Formula Bar and press "Enter," or click the "Define Name" button in the "Defined Names" group on the "Formulas" tab in the Ribbon, type a name, and click the "OK" button.

Limiting the Scope of a Name

By default, you can reference a named range on any worksheet within a workbook. Use scope to limit the use of the named range to a single worksheet.

1. Select the cell(s) to be named.
2. Click the "Define Name" button in the "Defined Names" group on the "Formulas" tab in the Ribbon.
3. Select the worksheet to which to limit the name from the "Scope" drop-down, enter the name, and click the "OK" button.

Creating Multiple Names at Once

Use row or column labels to create named ranges.

1. Select the data and the labels.
2. Click the "Create from Selection" button in the "Defined Names" group on the "Formulas" tab in the Ribbon.
3. Select which values to use as names ("Top row," "Left column," etc.) and click "OK."



Creates seven named ranges. One for each column and row of data, plus "YTDSales" for B2 through D4.

Selecting a Named Range

Click the arrow to the right of the Name Box in the Formula Bar and select the name.

Using a Range Name in a Formula

Type the name directly into the formula. Or, press the "F3" key, select the name, and click "OK." Or, click the "Use in Formula" button in the "Defined Names" group on the "Formulas" tab in the Ribbon, then select the name.

Managing Range Names

1. Click the "Name Manager" button in the "Defined Names" group on the "Formulas" tab.
2. To sort names, click the column headings to switch between ascending and descending order.
3. To filter names, click the "Filter" button and select a filter. To remove it, select "Clear Filter."
4. To change the cells to which the name refers, select the name, make changes in the "Refers to" field, then click the "Accept" button.
5. To change a name, select it, click the "Edit" button, make changes, then click "OK."
6. To delete a name, select it, click the "Delete" button, then click "OK" to confirm.
7. Click the "Close" button.

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Kingsoft Excel Use Guide

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Kingsoft Excel Use Guide:

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Box Office ,1962 [American Dictionary of Culinary Terms](#) Ellen C. Shannon,1962

Computers Are Your Future 2005 Bill Daley,William Daley,2005 This introduction to computers

is noted for its lucid explanations of computing concepts practical applications of technology theory and emphasis on the historical and societal impacts of technological innovations It features integrated coverage of management information systems networking email and the Internet Other coverage of cutting edge topics includes Microsoft Office 2003 ethics e commerce crime and security privacy communications trends and infrastructure multimedia buying and upgrading your computer system and file management For individuals seeking an introduction to computers **How to Use Excel** Matt Hayden,2023-12-08 MICROSOFT EXCEL FOR BEGINNERS A concise introductory guidebook on how to use excel for beginners Embark on a journey to master the essential skills of Microsoft Excel with our comprehensive guide Microsoft Excel for Beginners Tailored for those stepping into the world of spreadsheets for the first time this book serves as your trusted companion on the path to becoming proficient in Excel Unlock the power of this versatile tool as you navigate through the basics of creating formatting and organizing data in a visually appealing and efficient manner With step by step instructions and hands on exercises you ll seamlessly progress from understanding the Excel interface to confidently working with formulas functions and charts Discover the art of data analysis as you explore sorting filtering and visualizing information turning raw data into meaningful insights Tackling common challenges faced by beginners we demystify complex features providing clarity on cell formatting conditional formatting and data validation Written in an accessible and engaging style Microsoft Excel for Beginners is not just a manual but a companion that empowers you to harness the full potential of Excel Whether you re a student professional or enthusiast this book ensures you lay a strong foundation and embark on your Excel journey with confidence Unleash the spreadsheet wizard within you and transform the way you handle data Dive into Microsoft Excel for Beginners and watch as your Excel skills evolve opening doors to a world of possibilities in data management analysis and presentation BUY YOUR COPY NOW *Microsoft EXCEL For Beginners* Scorpio Digital Press,2025-07-23 Master Microsoft Excel 2021 From Beginner to Pro in No Time Whether you re just starting your Excel journey or looking to sharpen your skills Microsoft Excel 2021 is your ultimate guide to mastering one of the most powerful and versatile spreadsheet tools in the world For over 30 years Microsoft Excel has set the standard for data organization analysis and reporting used by professionals across industries worldwide Now with Excel 2021 the bar is raised even higher offering new features and enhanced capabilities designed for both beginners and advanced users alike Inside this comprehensive guide you ll discover Step by step instructions for navigating Excel s updated interface How to use Quick Analysis Tool Charts and Pivot Tables An introduction to formulas and syntaxes that power your spreadsheets Real world tips to boost productivity and data management And much more Whether you re a student entrepreneur analyst or office worker this book will equip you with the essential skills to handle data confidently and efficiently Excel proficiency is a highly sought after skill in today s job market and this book can give you the competitive edge you need Start your Excel journey today and unlock a world of possibilities in data handling and business intelligence Click the BUY BUTTON now and take your Excel

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count cells or copy and paste performance figures for hours Excel usually provides a shortcut or quick workaround to fasten the process

Mastering Microsoft Excel a Comprehensive Guide Américo Moreira, Mastering Microsoft Excel a Comprehensive Guide is a comprehensive and user friendly book that aims to help readers become proficient in using Microsoft Excel 2022 Whether you are a beginner or an experienced user this book provides step by step instructions and practical examples to enhance your Excel skills From basic functions to advanced formulas data analysis and automation this guide covers all the essential features and techniques of Excel 2022 With a clear and concise writing style this book offers a structured approach to learning Excel 2022 Each chapter focuses on a specific topic providing explanations examples and exercises to reinforce your understanding You will learn how to create and format spreadsheets use formulas and functions effectively analyze data using charts and pivot tables and automate tasks with macros and VBA programming Additionally this guide covers the latest features and updates in Excel 2022 ensuring that you stay up to date with the software s capabilities Whether you are a student professional or business owner mastering Microsoft Excel 2022 is essential for improving productivity and making informed decisions This comprehensive guide equips you with the knowledge and skills needed to navigate Excel with confidence By the end of this book you will have a solid foundation in Excel 2022 and be able to leverage its powerful features to streamline your work and achieve your goals

Microsoft Excel 365 Bible Michael Alexander, Dick Kusleika, 2022-02-14 Your personal hands on guide to the latest and most useful features in Microsoft Excel 365 Excel 365 is Microsoft s latest cloud based version of its world famous spreadsheet app Powerful and user friendly it s an ideal solution for businesses and people looking to make sense of and draw intelligence from their data The Excel 365 Bible carries over the best content from the best selling Excel 2019 Bible while reflecting how a new generation uses Excel in Excel 365 The authoring team with their decades of Excel and business intelligence experience and recognition from the Excel community as Excel MVPs delivers an accessible and authoritative roadmap to Excel 365 Interested in the basics You ll learn to create spreadsheets and workbooks and navigate the user interface If you re ready for more advanced topics you can skip right to the material on creating visualizations crafting custom functions and using Visual Basic for Applications to script automations You ll also get Over 900 pages of powerful tips tricks and strategies to unlock the full potential of Microsoft Excel 365 Guidance on how to import manage and analyze large amounts of data Advice on how to craft predictions and What If Analyses based on data you already have Perfect for anyone new to Excel as well as experts and advanced users the Excel 365 Bible is your comprehensive go to guide for everything you need to know about the world s most popular easy to use spreadsheet software

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