# Excel® 2013 Functions & Formulas

# -WOOKEN PROTECTION STATES TOO

Formula: An equation in a cell that results in a new video.

Function: Pre-built formula that performs an operation on values resulting in one or more values.

Argument: The values used by a function, Multiple arguments separated by commas. Can be another function-jovating a nested.

function).

Constant: An unchanging value.

Operation: Symbol specifying a calculation to perform.

See Controlling Order of Precedence for more information.

Reference: A cell, sange of cells, or a name that represents a value or cells(). The order of precedence for references is: : (colors) Names.

(apace) Intersection. (comma) Union.

Brookean or logical value, TRUE or FALSE.

#### Controlling Order of Precedence

The order of precedence for symbols is: Antimetic - Negative, % Pestent, "Exponentiation, " and / Multiplication and Dession, » and - Addition and Subtraction.

Comparison: = Equals, < Less than, > Greater than, <= Less than or equal to, >= Greater than or equal to, <= Does not equal. Use parentheses to change order. E.g., = (TODAYO - InvoiceDate ) / 30

#### Conditionally Summing/Counting Data

The traditional SUMQ and COUNTQ functions can be extended until SUMB+Q and COUNTE-Q to only add or enumerate ortio. that match certain criteria.

-SUMIF(range, criteria, sum\_range) Sums only numbers in range that match criteria. Optional sum\_range allows cells summed to be in a different range than cells matching others.

e.g., = \$UME(81.65, \*c0\*) results in -8 if cells 81 through 85 contain 1, -2, 3,-6, 10.

#### -COUNTR/(range, criteria)

Counts text entries or numbers in range that march ortlocks

## Examples of Summing Selected Data

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

10		- 6	1.00	100
	Constitution	Streaming Court	393845	
	Camada	EATHLOS	\$8,871.00	
1	10%	2,479.00		
	Stration .	8,674,00		
2	Japan India	30,602.00 8.300.00		

CELL D4 is \$3,571.00 because

-SUMF (03:88, "US", CECIO linds all "US" cells in 63:88 then sums their CECE counterparts.

#### Being Precise (Rounding)

Use Excell's nations manding functions when cells drigstly slightly different values than what is actually stored. For example, Excel may display 5.12 due to formatting for two decimal places, but the number actually stored in the cell and used in calculations could be 5.1242828.

#### Rounding Up or Down to a Multiple

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

Rounds to nearest integer, decimal place or multiple. Rounds a sumber to specified oursiber of digits where number can refer to a cell and number of digits can be: 0 - round to nearest integer.

Positive - round to required decimal places. Negative - round to required multiples.

e.g., =800UND(3.4376, 2) rounds 3.4376 to 2 decimal places or 3.44.

-800(MD(67562-34, -2) rounds 62,562-34 to the nearest 100, or 67,600.

#### -MERCHINDSnumber, multiple):

#### Rounds to a specified multiple.

Rounds a positive number up and away from zero if the remainder of dividing number by mad/Apie is >= half of mad/bple. Also rounds up and away from zero if negative, producing a larger negative.

A positive number must have a positive multiple and a negative number a negative multiple.

e.g., =MR:0UND-(3,4376, 2) rounds 3,4376 up to the nearest multiple of 2 returning 4.

-MROUND (-67562.34, -0.2) rounds -67,562.34 up to the nearest multiple of -0.2 returning -67,562.4.

#### Rounding Only One Way

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

Same as ROUND but always rounds up and away from 0. ROUNDDOWN always rounds down and toward 0.

#### -CEILING(number, significance)

Same as MROUND except always rounds up unless number is negative and algorificance is positive, e.g.,

-CERUMGET 0.1, 25 - 12,

-CER ING(-9.9, 2) -- 8.

-CER ING(-10.3, -2) = -12.

FLOOR is a similar function that rounds down.

#### -CEILING.PRECISE(number, significance)

ISO version which always rounds up. FLOOR.PRECISE is the same as FLOOR but always rounds down.

#### -EVEN(number)

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

#### -186T(mourn/box)

Rounds comber down to the nearest integer.

#### Improving Clarity with Range Names

Use range names to help understand and manage cell references. Functions are more understandable if seferences are descriptive. For example, the intention of —Nat RAGE/Purchase/Nor/io deave than —NATRAGE/ID-R7.

#### Nistroe Rustes

- · Start with a letter, underscore or backslash.
- Remaining characters may be alphanumeric, a period or an underscore.
- Do not use: spaces, cell references (e.g., A100, 82C3), or just "C", "c", "R", or "t".
- · Maximum 255 disaracters.
- · Names are not case sensitive.

#### Creating a Name

- 1. Select the cell(s) to name.
- Choose FORMULAS, then District Name or IClock! in the Name Box.



The Name Box shows the active oril address or, if defined, the range name.

3. Type a name for the range and press «Enter».

#### Limiting the Scope of a Name

Use scope to limit the worksheet(s) within which the runne is valid allowing the same nume to be used on different worksheet. To limit scope to a single worksheet.

- 1. Choose FORMULAS, then GO Deline Name ..
- Hill in details. Specify SCOPE, then [Click] OK.
   The cells refered to can be in a different worksheet. from the scope.

#### Defining a Constant or Formula for a Name

- 1. Choose FORMULAS, then SCOpera to
- 2. Type the NAME, SCOPE, and optionally COMMENT.
- In RDFERS TO, type the constant or formula (preceded by -). [Click] OK.

#### Creating Several Names at Once.

Row or columnitabels 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 Count have Telecture
- Specify which part of the selection to use as names, e.g., ToP ROW and/or LEFT COLUMN. [Click] OK.

				-
10	With Summy Opera	- 000	C CH	
100	Want .	13.00	1004	944
	Central	215	988	1000
100	TO COMPANY	THE PARTY NAMED IN	46.77	25000 0

Creates 7 named ranges, One for each column and row of data, plus a range called YTDSales for 62 through 0-6.

#### Examples of Seing Frecise

Happy Toys wants to set Canadian prices. Multiplying US prices by the exchange rate may not be market smart. Boundingup is always better for the bottom line so ROUND and MROUND are abundoned in favor of CELIMG. Additional triburing is required to satisfy Marketing's desire for Canadian prices to always end in 59.

- CEU 86: -83\*C3 results in 19.550772 which is formatted to 19.551 with 3 decimals.
- CELL B.Z: —ROUND(BI), 1) results in 59.6 which is formatted to 19.60 with 2 decimals.
- CELL Bit: -MROUND(B6,0.5) results in 19.50. Cell B6 is rounded to the nearest 50 cents.
- CEIL 85: —CEILING(B-6, 0.5) results in 20.00. Cell 86 is rounded up to the neatest 50 cents.
  CEIL 85: —CEILING(B-6, 0.5)-0.01 results in 19.99. One permy is subtracted from the neatt. This is the price selected by Marketing.

2 US Price: Ex Rute:
3 19.19 1.0188
4
Canadian Function
3 Prices Used
6 19.351
7 19.60 ROUND
6 19.30 MROUND
9 20.00 CEUNG
10 19.30 CEUNG

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**Matt Kingsley** 

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