

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)

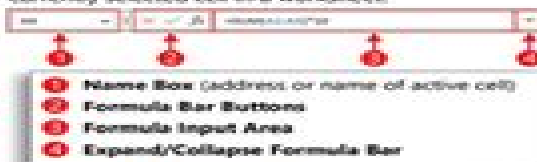
- 1 "Equal" Sign (starts every formula)
- 2 Function (Sum, Average, Min, Max, etc.)
- 3 Argument (Cell Range) (in parentheses)

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:C513)**.

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.

TeachuComp, Inc.



www.teachucomp.com

info@teachucomp.com

877.925.8080

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**Ted Wilson, Norman J. Temple, George
A. Bray**



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Nutrition Guide for Physicians and Related Healthcare Professions Ted Wilson, Norman J. Temple, George A. Bray, 2022-01-03 This fully updated and expanded third edition is a reference guide on nutrition and its clinical implications for health and disease through the life cycle The book endeavors to address the needs of those who would most benefit from up to date information on recent advances in the field of nutrition Written by experts in the field chapters cover a diverse range of nutritional areas that present a succinct overview of recent thinking and discoveries that have the greatest capacity to aid physicians and other healthcare professionals in improving the nutritional health of their clients The text is divided into eight parts Part one and two address the nutrient requirements and special nutrition related issues for people across all stages of the lifespan from pregnancy and infancy through the adolescent years to the older adult years Part three summarizes the role of nutrition in the prevention and management of chronic conditions frequently seen in clinical practice including obesity diabetes bone disorders coronary heart disease hypertension and cancer Part four describes different dietary patterns the Mediterranean diet the DASH diet the vegetarian diet and the ketogenic diet Part five describes nutrition challenges specific to surgery and several different acute diseases and disorders gastrointestinal disorders food allergy and intolerance diseases of the liver and pancreas kidney disease eating disorders bariatric surgery sarcopenia and drug interactions with food Part six looks at different aspects of the diet coffee tea dietary fat dietary sugars energy drinks alcohol dietary fiber vitamins minerals and the gut microbiome Part seven examines a range of factors that influence dietary health decisions creating nutritional behavior change methods for assessing nutritional status Dietary Reference Intakes an overview of the diet and food guides food labels and sources of nutrients Finally part eight looks at dietary supplements including the problem of dishonest marketing and false and misleading information in the area of nutrition The growing nutritional impact of COVID 19 is discussed throughout the book where appropriate Nutrition Guide for Physicians and Related Healthcare Professions Third Edition serves as a comprehensive guide that is organized by age lifespan nutrition therapy in relation to chronic disease and COVID diet and its role in prevention dietary requirements and recommendations and influencing health decisions for the patient It is a valuable resource of practical and easy to access information on nutrition for physicians nurses pharmacists and others in their daily practice

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Table of Contents Office 2015 Formulas Guide

1. Understanding the eBook Office 2015 Formulas Guide
 - The Rise of Digital Reading Office 2015 Formulas Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Office 2015 Formulas Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Office 2015 Formulas Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Office 2015 Formulas Guide
 - Personalized Recommendations

- Office 2015 Formulas Guide User Reviews and Ratings
- Office 2015 Formulas Guide and Bestseller Lists
- 5. Accessing Office 2015 Formulas Guide Free and Paid eBooks
 - Office 2015 Formulas Guide Public Domain eBooks
 - Office 2015 Formulas Guide eBook Subscription Services
 - Office 2015 Formulas Guide Budget-Friendly Options
- 6. Navigating Office 2015 Formulas Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Office 2015 Formulas Guide Compatibility with Devices
 - Office 2015 Formulas Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Office 2015 Formulas Guide
 - Highlighting and Note-Taking Office 2015 Formulas Guide
 - Interactive Elements Office 2015 Formulas Guide
- 8. Staying Engaged with Office 2015 Formulas Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Office 2015 Formulas Guide
- 9. Balancing eBooks and Physical Books Office 2015 Formulas Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Office 2015 Formulas Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Office 2015 Formulas Guide
 - Setting Reading Goals Office 2015 Formulas Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Office 2015 Formulas Guide
 - Fact-Checking eBook Content of Office 2015 Formulas Guide

- Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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