

Excel® 2016 Functions & Formulas

Glossary



Controlling Order of Precedence

The order of precedence for symbols is: Arithmetic - Negative, %, Percent, ^ Exponentiation, * and / Multiplication and Division, + and - Addition and Subtraction, Comparison = Equals, < Less than, > Greater than, <= Less than or equal to, >= Greater than or equal to, <> Does not equal, & Concatenation to change order. E.g., = (100/5) * 2 - 100/50

Conditionally Summing/Counting Data

The conditional SUMIF and COUNTIF functions can be extended with SUMIFS and COUNTIFS to only add or enumerate cells 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 criteria. E.g., =SUMIF(B1:B5, "<0") results in -8 if cells B1 through B5 contain 1, -2, 3, 4, 10.

=COUNTIF(range, criteria)
Counts cell entries or numbers in range that match criteria.

Being Precise (Rounding)

Use Excel's various rounding functions when cells display 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 5.124323.

Rounding Up or Down to a Multiple

=ROUND(number, number of digits)
Rounds to nearest integer, decimal place or multiple. Rounds a number to specified number 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., =ROUND(3.4286, 2) rounds 3.4286 to 2 decimal places or 3.43. =ROUND(62562.34, -2) rounds 62,562.34 to the nearest 100, or 62,600.

MROUND(number, multiple)

Rounds to a specified multiple. Rounds a positive number up and away from zero if the remainder of dividing number by multiple is >= half of multiple. 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., =MROUND(3.4276, 2) rounds 3.4276 up to the nearest multiple of 2 returning 4. =MROUND(-62562.34, -0.25) rounds -62,562.34 up to the nearest multiple of -0.25 returning -62,562.5.

Rounding Only One Way

=ROUNDDOWN(number, # of digits)
Same as ROUND but always rounds up and away from 0. ROUNDCUP always rounds down and toward 0.

=CEILING(number, significance)
Same as MROUND except always rounds up unless number is negative and significance is positive. E.g., =CEILING(6.3, 2) = 12. =CEILING(6.3, 2) = 12. =CEILING(6.3, 2) = 12.

=FLOOR(number, significance)
FLOOR is another function that rounds down. FLOOR 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 nearest odd integer.

=INT(number)
Rounds number down to the nearest integer.

Improving Clarity with Range Names

Use range names to help understand and manage cell references, functions and more understandable if references are descriptive. For example, the iteration of =AVERAGE(feedback) is clearer than =AVERAGE(B2:D5).

Name Rules

- Start with a letter, underscore or backslash.
- Containing characters may be alphanumeric, a period or an underscore.
- Do not use spaces, cell references (e.g., A100, B2C3), or just "!", "<", ">", "<=", ">=", "<>".
- Maximum 255 characters.
- Names are not case sensitive.

Creating a Name

- Select the cell(s) to name.
- Choose FORMULAS, then Define Name.



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

- Type a name for the range and press <Enter>.

Limiting the Scope of a Name

The scope to limit the worksheet(s) within which the name is valid allowing the same name to be used on different worksheets. To limit scope to a single worksheet:

- Choose FORMULAS, then Define Name.
- In the details, specify SCOPE, then (Click) OK. The cells referred to can be in a different worksheet than the scope.

Defining a Constant or Formula for a Name

- Choose FORMULAS, then Define Name.
- Type the NAME, SCOPE, and optionally COMMENT.
- In REFERS TO, type the constant or formula preceded by =. (Click) OK.

Creating Several Names at Once

Row or column labels can be used to create named ranges. Labels can be above, below, left or right of the data.

- Select existing data and the labels.
- Choose FORMULAS, then Create from Selection.
- Specify which part of the Selection to use as names, e.g., TOP ROW and/or LEFT COLUMN. (Click) OK.

	A	B	C	D
1	HT Sales	Cost	Profit	
2	Card	100	100	0.00
3	Cardinal	200	200	0.00
4	Card	300	300	0.00

Creates 3 named ranges. One for each column and row of data, plus a range called HTSales for B2 through D4.

Example of Rounding Selected Data

A toy manufacturer, Hapco Toys, uses Excel to track worldwide shipped costs by country.

	A	B	C
1	Country	Wholesale Cost	Retail
2	USA	1,000.00	1,500.00
3	Canada	500.00	750.00
4	UK	250.00	375.00
5	France	100.00	150.00
6	Spain	50.00	75.00
7	Italy	25.00	37.50

Cell D4 is \$3,571.00 because =SUM(B2:B5, "15%"). Cell C6 lists all "UK" cells in B2:B5 then sums them. C6:C8 counterparts.

Example of Being Precise

Hapco Toys wants to set Canadian prices, multiplying US prices by the exchange rate (may need to be rounded). Rounding up is always better for the bottom line so ROUNDCUP and MROUND are abandoned in favor of CEILING. Addition of rounding is required to satisfy Marketing's desire for Canadian prices to always end in 00.

- Cell B6: =C4*1.25 results in 187.500000 which is formatted to 187.51 with 2 decimals.
- Cell B7: =ROUNDCUP(C6, 0) results in 190 which is formatted to 190.00 with 2 decimals.
- Cell B8: =MROUND(C8, 0.5) results in 18.50. C8:B8 is rounded to the nearest 50 cents.
- Cell B9: =CEILING(B4, 0.5) results in 20.00. Cell B4 is rounded up to the nearest 50 cents.
- Cell B10: =CEILING(B6, 0.01) results in 19.99. One penny is subtracted from the result. This is the price selected by Marketing.

	A	B	C
1	HT Sales	Cost	Profit
2	Card	100.00	100.00
3	Cardinal	200.00	200.00
4	Card	300.00	300.00
5	Canada	500.00	750.00
6	Canada	500.00	750.00
7	Canada	500.00	750.00
8	Canada	500.00	750.00
9	Canada	500.00	750.00
10	Canada	500.00	750.00

Excel Four For Windows Quick Reference

Barbara Assadi, Galen Gruman



Excel Four For Windows Quick Reference:

Excel 4 for Windows QuickStart Sharel McVey, 1992 A step by step tutorial that helps beginning users of Excel learn the basics of the software quickly so that they can start to create and modify Excel worksheets Excel Version 5.0 for Windows Quick Reference Shelley O'Hara, Chris Van Buren, QUE Corporation, 1993 Written for readers at all levels that want a reference guide that reminds them how to use the features and options of the program Features an easy to use format organized by task rather than command The book includes a menu command index that links commands and tasks

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