

# Excel® 2016 Functions & Formulas

## Glossary

- 1** **Formula:** An equation in a cell that results in a new value.
- 2** **Function:** Pre-built formula that performs an operation on values resulting in one or more values.
- 3** **Argument:** The values used by a function. Multiple arguments separated by commas. Can be another function (creating a nested function).
- 4** **Constant:** An unchanging value.
- 5** **Operator:** Symbol specifying a calculation to perform.
- 6** **Precedence:** See **Controlling Order of Precedence** for more information.
- 7** **Reference:** A cell, range of cells, or a name that represents a value or cell(s). The order of precedence for references is:  
 1. Spaced Intersection.  
 2. Column(s) Row(s).
- 8** **Boolean or logical value:** TRUE or FALSE.

## 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. Use parentheses to change order.  
 E.g., = (100/5) \* 2 – InvoiceDate > 1/30

## 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 lie 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.

### Example of Summing Selected Data

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

	A	B	C	D
1	Country	Invoice Cost		Total
2	US	\$1,000.00		
3	Canada	\$2,750.00		
4	UK	\$2,750.00		
5	France	\$4,750.00		
6	Spain	\$5,000.00		
7	India	\$1,000.00		

Cell D4 is \$3,575.00 because

=SUMIF(B2:B6, "US", C2:C6) finds all "US" cells in B2:B6 then sums their C2:C6 counterparts.

## 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 5.1242823.

### 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 number up or away from zero in 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(3.4286, 2) rounds 3.4286 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, [if digit is])**

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

**=CEILING(number, [if digit is])**

Same as MROUND except always rounds up unless number is negative and significance is positive. E.g., =CEILING(0.1, 1) = 1

=CEILING(0.9, 1) = 1

=CEILING(0.1, -1) = -1

=CEILING(0.1, -1) = -1

FLOOR is a similar function that rounds down.

**=CEILING.PRECISE(number, [significance])**  
 FLOOR.PRECISE 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 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 are more understandable if references are descriptive. For example, the iteration of =AVERAGE(Feedback) is clearer than =AVERAGE(B2:D5).

### Name Rules

- Must start with a letter, underscore or backslash.
- Symbols are acceptable only to alphanumeric, a period or an underscore.
- Do not use spaces, cell references (e.g., A100, B2C3), or just "C", "D", "E", or "F".
- Maximum 255 characters.
- Names can not contain sensitive.

### Creating a Name

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



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

1. 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:

1. Choose FORMULAS, then Define Name.
2. In its 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

1. Choose FORMULAS, then Define Name.
2. Type the NAME, SCOPE, and optionally COMMENT.
3. 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.

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

For example:

	A	B	C	D
1	HT Sales	Cost	Unit	
2	Unit	100	100	1000
3	Cost/Unit	200	200	2000
4	Unit	1000	1000	1000

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

### 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 ROUND 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\*C2 results in 19.500000 which is formatted to 19.50 with 2 decimals.

Cell B7: =ROUNDUP(B6, 2) results in 19.50 which is formatted to 19.50 with 2 decimals.

Cell B8: =MROUND(B6, 0.01) results in 19.50. Cell B8 is rounded to the nearest 0.01.

Cell B9: =CEILING(B6, 0.01) results in 20.00. Cell B9 is rounded up to the nearest 0.01.

Cell B10: =CEILING(B6, 0.01 - 0.01) results in 19.50. One penny is subtracted from the result. This is the price selected by Marketing.

	A	B	C
1	US Price	Ex Rate	
2	100.00	0.195	
3	Cost/Unit		
4	200.00		
5	Canadian Product		
6	Unit	Unit	Unit
7	100.00	19.50	1950.00
8	200.00	39.00	3900.00
9	1000.00	195.00	1950.00
10	1000.00	195.00	1950.00

# Excel Four For Windows Quick Reference

**Sabine Zange**



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