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Microsoft Excel 2013 Functions & Formulas Quick Reference Card (4-page Cheat Sheet Focusing On Examples And Context For Intermediate-to-advanced Functions And Formulas- Laminated Guide)

Excel® 2013 Functions & Formulas

Glossary

Formulas

- Basic Formulas**
 - Formulas: The basic building blocks of Excel, used to perform calculations and other tasks.
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- Advanced Formulas**
 - Formulas: The basic building blocks of Excel, used to perform calculations and other tasks.
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- Error Handling**
 - Formulas: The basic building blocks of Excel, used to perform calculations and other tasks.
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Functions

- Built-in Functions**
 - Formulas: The basic building blocks of Excel, used to perform calculations and other tasks.
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- User-Defined Functions**
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- Array Formulas**
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Tables

- Table Creation**
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- Table Maintenance**
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- Table Calculations**
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PivotTables

- PivotTable Creation**
 - Formulas: The basic building blocks of Excel, used to perform calculations and other tasks.
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- PivotTable Maintenance**
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- PivotTable Calculations**
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Charts

- Chart Creation**
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Data Analysis

- Data Import**
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- Data Export**
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- Data Manipulation**
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Excel® 2013 Functions & Formulas

Improving Clarity with Range Names

Excel® 2013 provides a way to improve the clarity of your formulas by using range names. Range names are descriptive labels for a range of cells, and they can be used in formulas instead of cell references. This makes formulas easier to read and understand, and it also makes them easier to maintain.

Using Range Names in Formulas

There are two main ways to use range names in formulas: by typing them directly into the formula bar, or by using the Name box to select a range name. Both methods are described below.

Typing Range Names Directly

To type a range name directly into a formula, simply type the name of the range followed by an equals sign and the formula. For example, if you have a range named "Sales" and you want to calculate the total sales, you would type the following formula into the formula bar:

```
=SUM(Sales)
```

Pressing Enter will calculate the total sales for the range named "Sales".

Using the Name Box to Select a Range Name

The Name box is located at the top left of the Excel window, just below the formula bar. It displays the name of the currently selected range. To use a range name in a formula, click on the range name in the Name box, and then type the formula. For example, if you have a range named "Sales" and you want to calculate the total sales, you would click on "Sales" in the Name box, and then type the following formula into the formula bar:

```
=SUM(Sales)
```

Pressing Enter will calculate the total sales for the range named "Sales".

Benefits of Using Range Names

Using range names in formulas has several benefits:

- Improved Clarity:** Range names are descriptive labels for a range of cells, so they make formulas easier to read and understand.
- Easier Maintenance:** If you need to change the data in a range, you can simply change the data in the range, and the formulas will automatically update. This makes it easier to maintain your formulas.
- Reduced Errors:** Using range names instead of cell references reduces the risk of errors, such as typos or incorrect cell references.

Conclusion

Excel® 2013 provides a way to improve the clarity of your formulas by using range names. Range names are descriptive labels for a range of cells, and they can be used in formulas instead of cell references. This makes formulas easier to read and understand, and it also makes them easier to maintain.

Excel® 2013 Functions & Formulas

Controlling Order of Precedence

Excel® 2013 uses a standard order of precedence to evaluate formulas. This order is as follows:

1. Parentheses: Operations inside parentheses are performed first.
2. Exponents: Operations with exponents are performed next.
3. Multiplication and Division: Operations with multiplication and division are performed next.
4. Addition and Subtraction: Operations with addition and subtraction are performed last.

For example, the formula `=2+3*4` will evaluate to 14, because multiplication is performed before addition.

Controlling Order of Precedence with Parentheses

You can control the order of precedence in a formula by using parentheses. For example, the formula `=(2+3)*4` will evaluate to 20, because the addition is performed first, and then the result is multiplied by 4.

Controlling Order of Precedence with the Order of Operations

You can also control the order of precedence in a formula by using the Order of Operations. This is a standard order of precedence that is used in all mathematical calculations. The Order of Operations is as follows:

1. Parentheses: Operations inside parentheses are performed first.
2. Exponents: Operations with exponents are performed next.
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Controlling Order of Precedence with the Order of Operations

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Synopsis

Geared toward the intermediate to advanced Microsoft Excel 2013 user, this example-rich 4-page laminated quick reference card/guide provides explanations and context for many powerful Excel 2013 spreadsheet formulas and functions. Step-by-step instructions for many formula/function-related features such as using range names, and Excel's troubleshooting features. This guide is suitable as a training handout, or simply an easy to use reference guide. Topics include: Controlling Order of Precedence, Conditionally Summing/Counting Data (SUMIF, COUNTIF), Being Precise (Rounding functions), Improving Clarity with Range Names: Creating Names, Limiting Scope, Defining a Constant or Formula for a Name, Managing Names, Indirectly Referring to a Named Range (INDIRECT), Merging Text and Numbers (CONCATENATE, TEXT, LEFT, RIGHT, MID, LEN, FIND, VALUE, TRIM, SUBSTITUTE), Changing Results: IF, AND, OR, NOT, Table Lookups (VLOOKUP, HLOOKUP, INDEX, MATCH), Error Recovery (ISNA, ISERROR), Array Formulas (Single Cell & Multi-Cell Arrays), Dates and Times (DATE, YEAR, MONTH, DAY, TODAY, WEEKDAY, NETWORKDAYS, EDATE), Using a Formula for Data Validation, Troubleshooting: Types of Errors, Automatic Error Checking, Using the Error Checker, Showing/Hiding Formulas, Watching Cells, Evaluating Nested Formulas, Selecting Related Cells, Displaying Cell Relationships, Removing Relationship Arrows. This guide is one of multiple titles available for Excel 2013: Excel 2013 Introduction (ISBN 978-1936220762); Excel 2013 Functions & Formulas; Excel 2013 Data Analysis with Tables (978-1936220786).

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Customer Reviews

The reference card is full page size, one signature (4 pages). There are explanations on how to do vlookup, name manager, a brief section on IF statements (that could have been longer) and more. I liked that they broke down the formulas and gave brief examples, also showing how formulas could be combined. I gave this four stars because the back page and part of the third page seemed like "fluff", but I suppose that error checking and some other items might be helpful to others. I'd add more time to IF statements and conditional formatting, but that's me.

This is a review of the Quick sheets available for various Microsoft programs. I purchased 7 of them for the following: Powerpoint 2013, Excel 2013, Windows 8, Office 365, Word 2013, Outlook 2013, IE 10. They all come laminated. Some are dual sided and a few are multiple pages. The same company makes all 7. Now on to the usefulness of them. They are great cheat sheets. The information is on the basic side....but sometimes that is what you need. These can be useful to a user of any skill set. I have years of experience with all of the above products. However, I retired young at 55 a few years back and have only used my iOS and OX. I have spent the last four years totally away from the microsoft family of products. Sure most of what is in these can be found in the help menu etc..... but if you want to use all 27 inches of your screen real estate to view the program and do not have a secondary monitor these are well worth the cheap price. All 7 of these cost me around \$20. I am sure within a few months they will not be needed but for now Thank you very much.

Great for beginners and intermediate users. Some new stuff I learned and for the items that I already knew about it is great practice to learn where everything is at on my Surface Pro 2, using Microsoft Office 365. Going from Office 2003 and 2007 to 2013 Office 365 can be a shock for some. Because it doesn't cost that much I felt it was worth it for me. Obviously for those of you who have more experience you shouldn't even be looking at this page.

Great for a handy desk cheat sheet! Has many of those once in a while used items that you don't always remember. It is also a great tool when upgrading to the 2013 software as the layout has changed slightly.

I love these little reference sheets. It has great input, quick references and I can just keep it at arms reach on my bulletin board....this is not the first reference sheet I have bought. I had one, loaned to a coworker which she LOVED, so I gave it to her and bought me another one. Definitely a must. Microsoft Excel 2013 Functions & Formulas Quick Reference Card (4-page Cheat Sheet

focusing on examples and context for intermediate-to-advanced functions and formulas- Laminated Guide)

Easy to use and excellent information. Saves alot of time having this quick reference. Very user friendly. When I've mastered this level I'll reorder the advanced sheet.

The best ever. Great for home, school, and the office. Would recommend to everyone. Great time saver. You learn a lot from them.Helen

a little complicated for me that is not too familier with all the names mentioned. example scope.

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