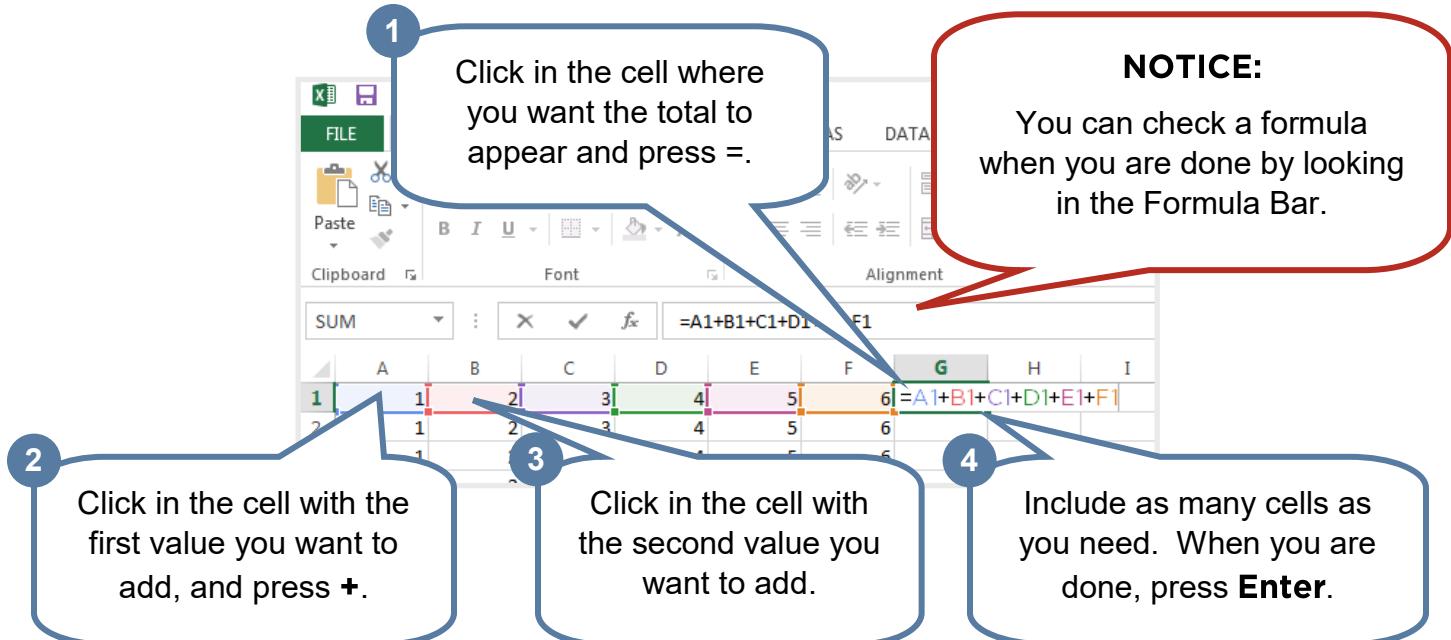


Microsoft Excel: Formulas & Functions

PC Class

Handouts available at glensidepld.org/technology

Create a Formula

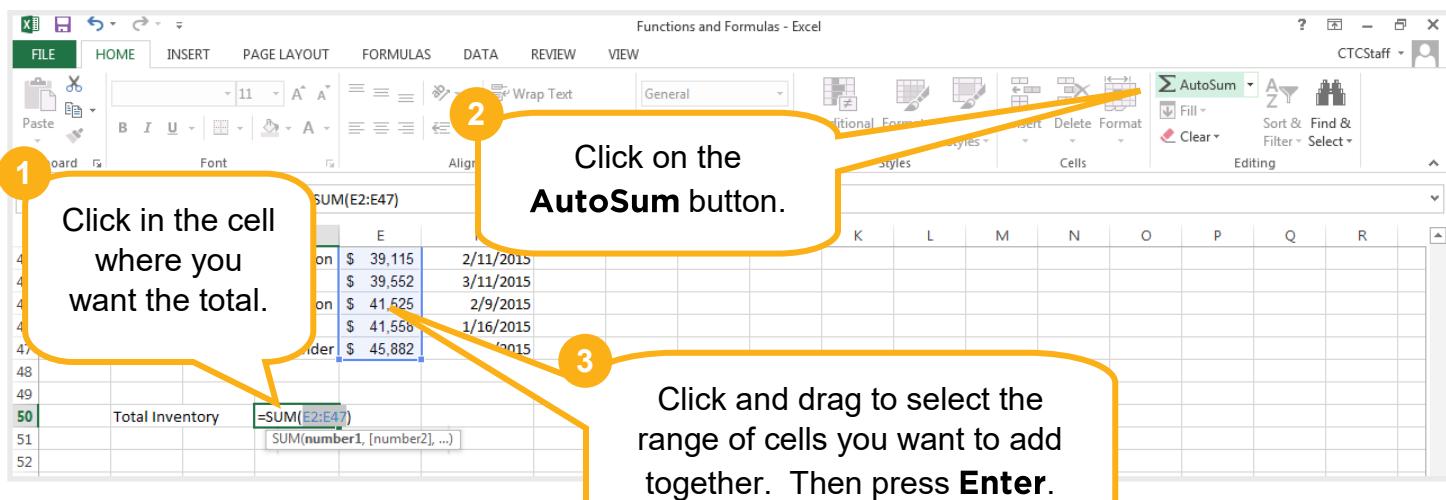


Functions

Functions are preprogrammed formulas in Excel to make calculations easier.

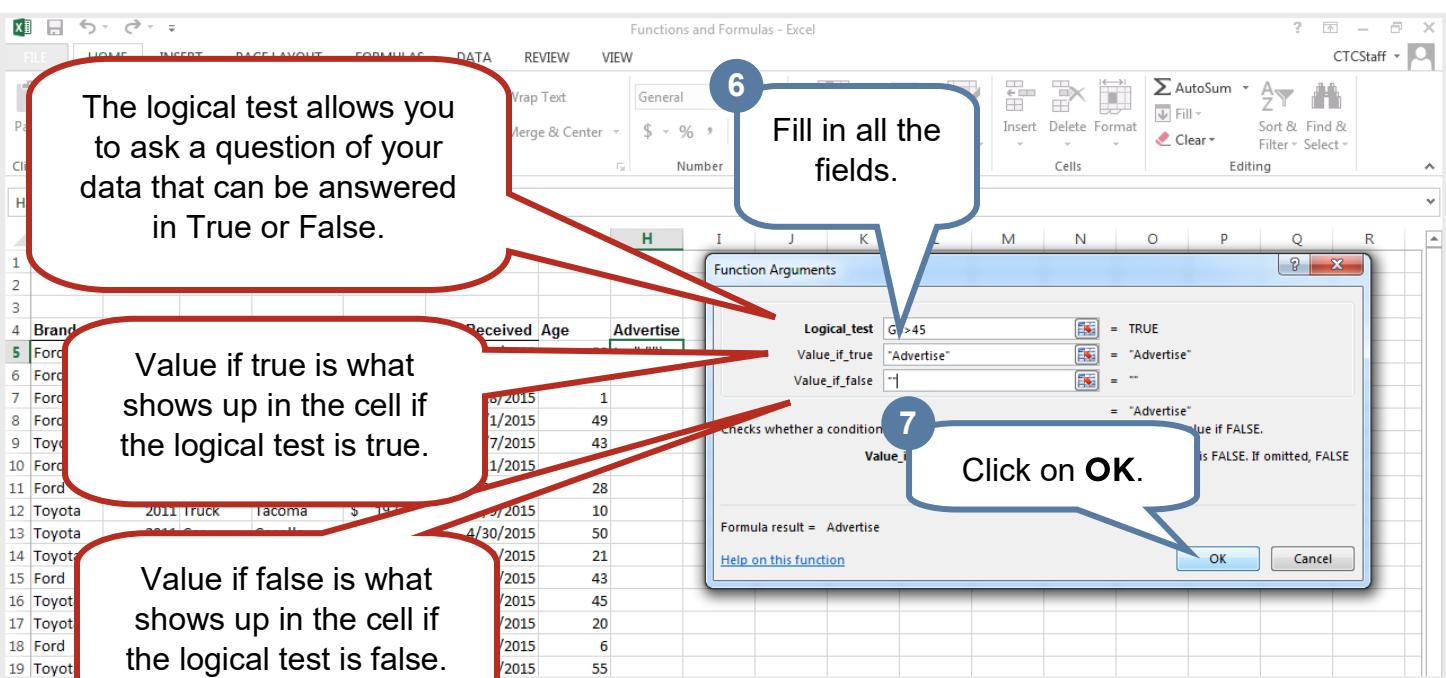
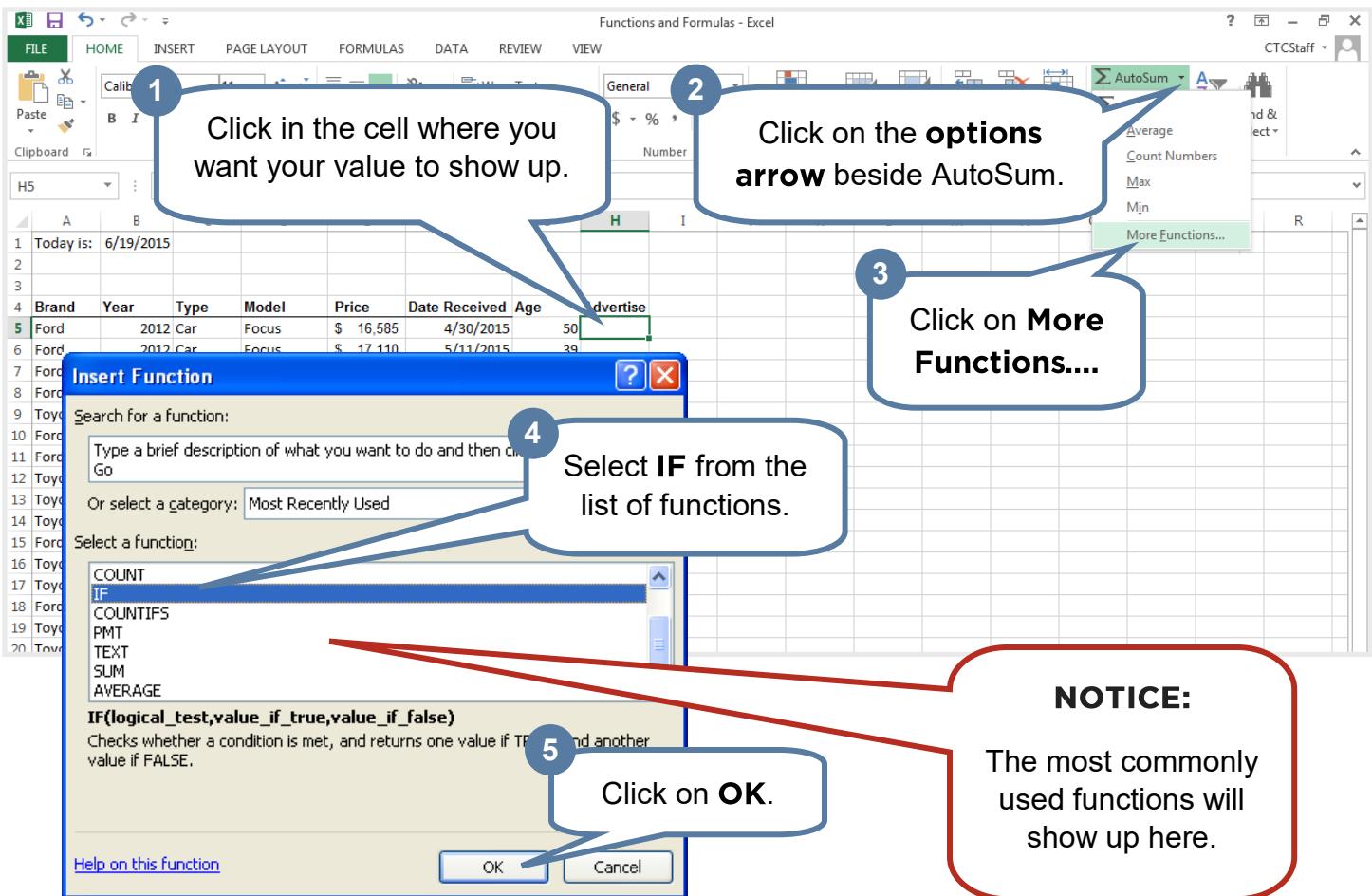
AutoSum

AutoSum is a function used to add together values in a range of cells.



If Statement

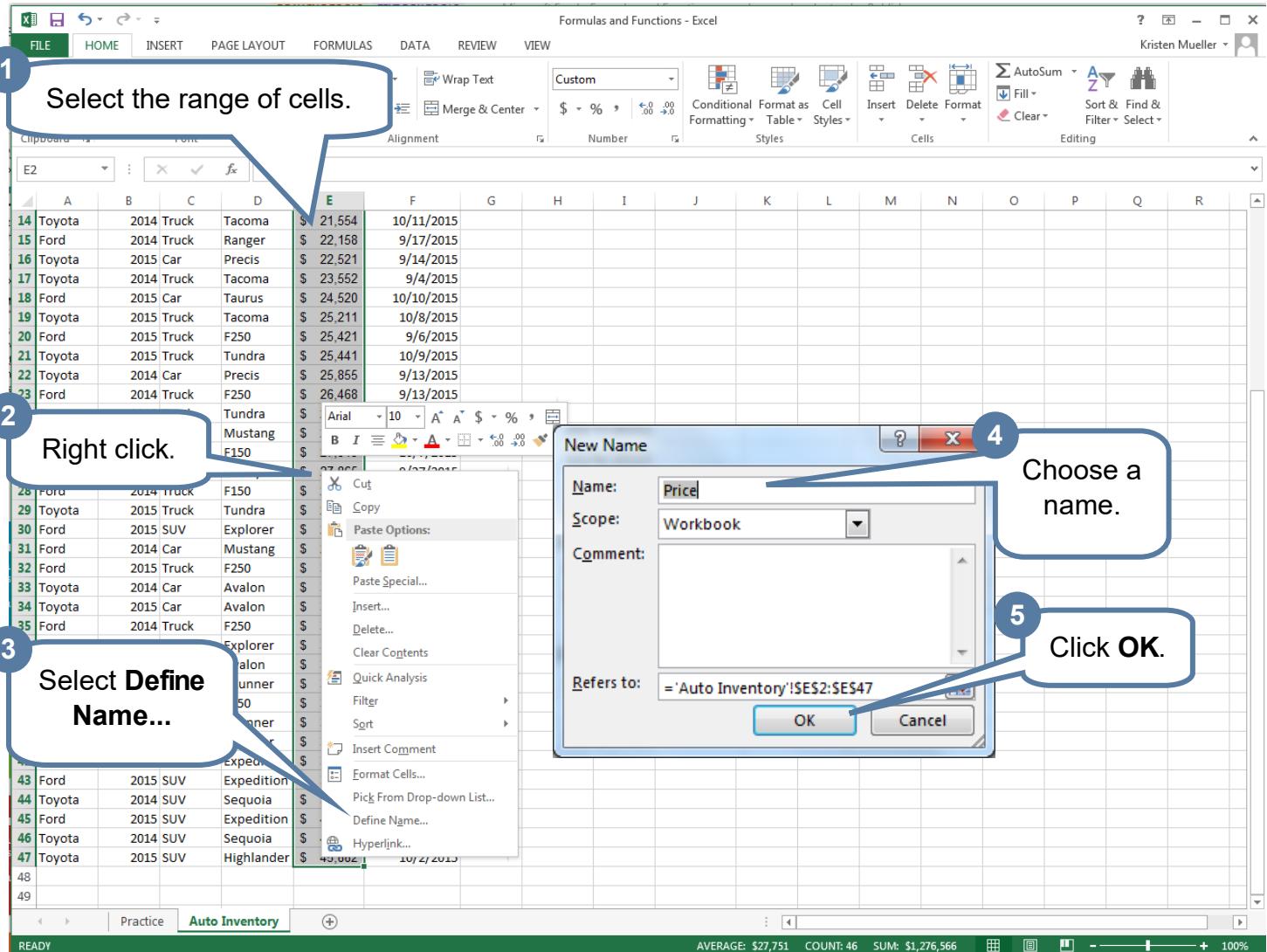
An IF statement allows you to return different values in your cell depending on IF conditions are met.



Named Ranges

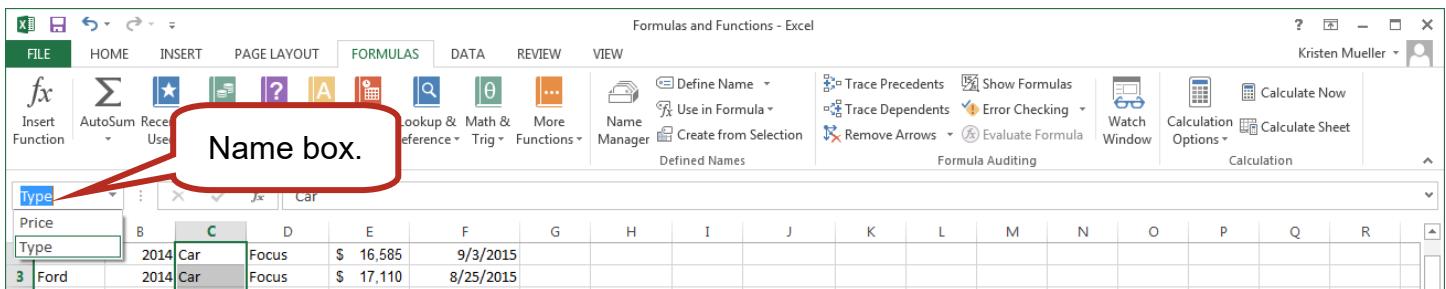
You can use Named Ranges in Excel to shorten functions, easily reference a range of cells, or even just for quick navigation.

Create a Named Range



Use a Named Range

1. Use the name of a range in a function instead of the cell addresses themselves. For example: =sum(price)
2. Use the dropdown arrow in the name box to quickly move to relevant data in your workbook.



Math Functions

Name	Sample Formula	What It Does	Example
AutoSum	=SUM(A1:A5)	Add all the numbers in a range of cells.	Determine the total value of the inventory I have in my store.
Average	=AVERAGE(A1:C5)	Find the average of all the numbers in a range of cells.	Determine the average salary employees in a division of my company make so I can assess pay increases.
Maximum	=MAX(E:E)	Find the largest number in a range of cells.	Determine the highest salary of any of the employees in my division.

Logical Functions

Name	Sample Formula	What It Does	Example
If	=IF(G6>15,"Advertise"," ")	Use an if function if you need to return different results based on the outcome of your data.	I need to have a visual notice whenever I have any inventory in my store for more than 60 days.
Count	=COUNT(B:B)	Count checks every cell to see if there is a number in it, then returns the number of cells that do.	Determine the number of events I organized for my company where at least one person showed up.
SumIf	=SUMIF(A1:A35, ">65", B1:B35)	Add numbers from a list as long as they meet a criteria you set in the formula.	I want to know the total number of students in my class over the age of 65.
CountIf	=COUNTIF(A:A, 16)	Counts every cell that meets a criteria you set in the formula.	I want to know the number of times I have all the seats filled in my classroom.

Room for Notes: