

EXCELMAN

EXCEL FORMULA AND FUNCTIONS BASICS

KEY FORMULA COMPONENTS

REFERENCE OTHER CELL(S)

F4: changes absolute and relative refs.

| Formula | Reference note |
|-----------|--------------------------|
| =A1 | Relative reference |
| =\$A\$1 | Absolute/fixed reference |
| =FXRate | Named range (Absolute) |
| =A1:B5 | Range (cells), relative |
| =[@{Dob}] | Column in table |

BASIC FORMULA PARTS

Key formula components arithmetic (maths) and comparators (logic)

| Meaning | | Meaning | | Meaning | |
|---------|-------------|---------|--------------------------|---------|-----------------------|
| + | Addition | % | Percentage | & | Join (text) |
| - | Subtraction | = | Equal to | <> | Not equal to |
| * | Multiply | > | Greater than | < | Less than |
| / | Division | >= | Greater than or equal to | <= | Less than or equal to |
| ^ | Power to | | | | |

KEY EXCEL FUNCTIONS (FORMULA TAB)

NUMERICAL AND STATS

| Function | Meaning |
|------------|--------------------|
| SUM | Addition |
| SUMIFS | ...on condition(s) |
| AVERAGE | Average |
| AVERAGEIFS | ...on condition(s) |
| COUNT | Count numbers |
| COUNTIFS | ...on condition(s) |
| COUNTA | Count non-blank |
| MIN | Minimum |
| MAX | Maximum |
| VALUE | Text to number |

LOOKUP

| Function | Meaning |
|----------|---------------|
| XLOOKUP | Returns match |

DATES

| Function | Meaning |
|-------------|--------------------------|
| DATE | Make a date |
| YEAR | Year from date |
| EOMONTH | End of month |
| DATEDIF | Difference between dates |
| NETWORKDAYS | Workdays between dates |
| DATEVALUE | Text to date |

LOGICAL

| Function | Meaning |
|----------|----------------------------|
| AND | All conditions true |
| OR | One condition true |
| IF | If 'A', do 'B' else do 'C' |
| IFERROR | If 'A' is an error, do 'B' |

TEXT

| Function | Meaning |
|------------|--|
| LEFT | Cut text from left |
| RIGHT | Cut text from right |
| MID | Cut middle of text |
| FIND | Finds position number of text within cell's text |
| SUBSTITUTE | Replace part of cell's text with new text |
| LEN | Number of characters |
| UPPER | Make upper case |
| LOWER | Make lower case |
| PROPER | Capitalise first letter |
| TRIM | Remove extra spaces |
| TEXT | Convert to text |

Other functions can be found in the function library in the Formula tab

FORMULA TOOLS AND OTHER FORMULA USES

FORMULA TOOLS

Formula tab's Formula auditing tools are useful when building and reviewing formulas.



'Evaluate formula' helps you to understand the order of calculations.

OTHER USES FOR FORMULAS

Custom data validation



Custom conditional formatting



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