



Microsoft

# Excel 365 FORMULAS X

When you store data in a workbook, you can create valuable summaries that use your raw data to reveal information. Before you examine the mechanics of creating formulas, here are some formula-related terms you will encounter throughout this guide:

- **Formula:** A statement that calculates a value in a worksheet cell.
- **Function:** A built-in calculation that combines values in a specific way, such as by finding the sum of all values in a cell range.

- **Argument:** A value used in a formula (after the input).
- **Operand:** The result of a formula.
- **Operator:** A symbol denoting the set of a formula generating a result, or output.  
**EX:** The formula  $=2+2$  returns an output of 4.
- **Syntax:** The structure of a function, specifying the number and order of arguments (input) it requires to return a result.

## Order of Operations

**Excel** follows **MS** follows mathematical conventions when determining the order of operations used in a calculation. That order is as follows:

1. Parentheses:  $()$
2. Negatives, such as  $-7$
3. Percentages:  $%$
4. Exponentiation:  $^$ , e.g.,  $2^3$  is written as  $2^3$
5. Multiplication and division:  $*$  and  $/$
6. Addition and subtraction:  $+$  and  $-$

**EX:**  $4 + 3 * 7 = 25$ , where  $3 * 7 = 21$ , and  $4 + 21 = 25$ .

If two operations on the same level, such as multiplication and division, occur outside parentheses, Excel performs them in left-to-right order.

**EX:**  $8 * 3 / 6 = 4$ . You can change the order of operations by using parentheses.

**EX:**  $(4 + 3) * 7 = 49$ , where  $4 + 3 = 7$ , and  $7 * 7 = 49$ .

## Creating Formulas

### Create a formula:

Type an equal sign (=) followed by the values, cell references, or functions to be used in the calculation.

**NOTE:** The first character in a cell containing a formula must be =. If it is any other character, including a space, Excel interprets the cell's contents as text.

### Refer to cells & cell ranges in formulas:

- Worksheet cells are identified by their column letter and their row number.
- The top-left cell in a worksheet is in column A and row 1, so its cell address is A1.
- You can also refer to cell ranges, or collections of cells.
- To identify a cell range, type the address of the cell at the top-left corner of the range, followed by a colon, and then the cell at the bottom-right corner of the range.  
**EX:** The reference for cells 6 through 10 in column A and B would be A6:B10.
- To create a reference to multiple, noncontiguous groups of cells, put a comma between the references.  
**EX:** Finding the sum of the values in the cell range A7:B7 and the range F7:G7 would call for the formula  $=B7:B17,B5,F7:G7$ .

### Create relative, absolute & mixed references:

- When you type a cell reference with just the column letter and row number, such as A7, that reference can change when you copy its formula to another cell.
- Copying the formula  $=A7 + A7$  and pasting it one cell to the right would create the formula  $=B7 + B7$ . The destination cell is one column to the right of the original cell, so Excel changes the formula's references based on that difference.
- To create an absolute reference, one that doesn't change when you copy a formula, type a dollar sign (\$) before the column and row designations.

**EX:** The formula  $=A6:A7 * A6:A7$  won't change regardless of the cell you paste it into.

You can also create a mixed reference, where either rows or columns are absolute, by adding \$ before just the element you want to remain the same.

**EX:** The cell reference \$B7 allows changing columns and B7 allows changing rows.

### Insert a function:

- Start creating the formula where you want to insert the function, and then do one of the following:
  - Type the first letters of the function name, and either finish typing its name, or click the function on the AutoComplete list that appears and press **Enter**.
  - Click the **Insert Function**  button and select the function you want to add.
  - Go to the **Function Library** group on the **Formulas** tab, click the category of the function you want to add, and then click the function name.



### Get help using function argument Tooltips:

- Start creating a formula, and enter the name of the function followed by a left parenthesis, such as  $=SUM$ .
- In the function Tooltip that appears below the cell that contains the formula, position the mouse pointer over the function name.
- When the function name's text changes to a blue, underlined format, click it to display the relevant help file.



### Add an AutoSum function:

- Select a cell before a column of numbers.
- Go to the **Editing** group on the **Home** tab.
- Click the **Autosum**  button to add a SUM formula, or click the **Autosum** button's down arrow to select another function.
- To add an AutoSum formula that uses the SUM function, select the cell and press **Alt+=**.

### Create a link to a cell or cell range not on the current worksheet:

- If necessary, open the workbook that contains the outside data you want to use in your formula.
- Start creating the formula where you want to use data in cells in another worksheet or workbook.
- Display the external worksheet, and then select the cells that contain the data to include in the formula.
- Finish creating the formula, and press **Enter**.
- **NOTE:** Excel follows workbook names with an evaluation point (e.g.,  $CountFlow!B5:B4$ ) and includes workbook names in square brackets (e.g.,  $=(SUM(Workbooks!CountFlow!B5:B4))$ ). If the workbook or worksheet name contains a space, Excel puts single quotes around the workbook and worksheet references (e.g.,  $=(SUM('Work Flow'!B5:B4))$ ).

FORMULA

## Using Tables In Formulas

Tables give formal structure to lists of data in a worksheet, with unique names for the table as a whole and for each column.

**EX:** A table named *Table1* (the default name for the first table you create in a workbook) could have columns named *Year*, *ShareNumber*, and *Color*.

You could summarize the table's data using formulas, PivotTables, or charts. When you create tables, Excel automatically updates your formulas, PivotTables, or charts when you add a row of data. If you add data to a worksheet outside a table, you must edit the summary's settings to reflect the new values.

### Create a table:

- Click any cell in a data list.
- Go to the **Tables** group on the **Insert** tab.
- Click **Format as Table** .
- In the gallery that appears, click the style you want to apply.
- In the **Format as Table** dialog box, verify that Excel has identified the correct cell range, check the **My table has headers** box if appropriate, and click **OK**.

### Refer to a table column in a formula:

- Start creating a formula in a cell, such as  $=A1*20000$ .
- In the parentheses, type the name of the table or start typing it and select it from the suggestions list.
- Type a left square bracket ([), click the name of the column you want to summarize, and then type a right square bracket (]).  $=A1*SUM(Table1[Color])$ .
- Finish editing your formula and press **Enter**.

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