

# Excel® 2016 Functions & Formulas

## Glossary



## Controlling Order of Precedence

The order of precedence for operators is:  
 Arithmetic: + (Addition), - (Subtraction), \* (Multiplication), / (Division), % (Modulus)  
 Comparison: = (Equals), < (Less than), > (Greater than), <= (Less than or equal to), >= (Greater than or equal to), <> (Does not equal)  
 Concatenation: & (Concatenation)  
 Text: & (Concatenation)  
 Logical: & (Concatenation)

## Conditionally Summing/Counting Data

The traditional SUM() and COUNT() functions can be extended with SUMIF() and COUNTIF() to only add or count 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 be in a different range than cells meeting criteria.  
 E.g., =SUMIF(B2:B5, ">=75") results in 318 if cells B2 through B5 contain 75, 2, 5, 4, 76.

**=COUNTIF(range, criteria)**

Counts text values or numbers in range that match criteria.

## Examples of Summing Selected Data

A few manufacturers, Huggie Taps, sell "Soft" to "Hard" nonbiodegradable cleanup cloths by country.

	A	B	C	D
1	Country	Nonbiodegradable	Soft	
2	US	1,000,000	10,000,000	
3	Canada	500,000	5,000,000	
4	UK	250,000	2,500,000	
5	India	1,000,000	10,000,000	
6	Tailor	1,000,000	10,000,000	

Cell B4 is B2:B3 \* 100 because  
 =SUMIF(B2:B3, "Soft", C2:C3) finds all "Soft" cells in B2:B3 then sums their C2:C3 counterparts.

## Being Precise (Rounding)

The Excel various rounding functions where cells display slightly different values than what is actually stored. For example, Excel may display 5.52 due to formatting for two decimal places, but the number actually stored in the cell and used in calculations would be 5.5248833.

### 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 - rounds to nearest integer. Number - rounds to required decimal places. Negative - rounds to required multiples.  
 E.g., =ROUND(5000, 4076, 2) rounds 5.4076 to 2 decimal places or 5.41.  
 =ROUND(57942, 34, -2) rounds 42,562.34 to the nearest 100, or 42,600.

**=ROUNDDOWN(number, number\_of\_digits)**

Rounds to a specified multiple.  
 Rounds a positive number up and away from zero if the remainder of dividing number by multiple is less than 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., =ROUNDDOWN(5.4076, 2) rounds 5.4076 up to the nearest multiple of 2 returning 6.  
 =ROUNDDOWN(42562, 34, -2) rounds 42,562.34 up to the nearest multiple of -0.2 returning -42,562.4.

### Rounding Only One Way

**=ROUNDUP(number, number\_of\_digits)**

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

**=CEILING(number, significance)**

Same as ROUND except always rounds up unless number is negative and significance is positive. E.g.,  
 =CEILING(75.5, 2) = 76  
 =CEILING(75.5, 2) = 76  
 =CEILING(75.5, 2) = 76  
 FLOOR is a similar function that rounds down.

**=CEILING.PRECISE(number, significance)**

Same as CEILING but always rounds up. FLOOR.PRECISE is the same as FLOOR but always rounds down.

**=FLOOR(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.

**=FLOOR(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 intention of =SUM(B2:B4) is clearer than =SUM(IND32:D35).

### Name Builder

- Start with a letter, underscore or backslash.
- Non-numeric characters may be alphanumeric, a period or an underscore.
- Do not use spaces, cell references (e.g., B2:B3, C2:C3) or cell "C", "C", "B", or "C".
- Maximum 255 characters.
- Names are not case sensitive.

### Creating a Name

- Select the cell to name.
- Choose **FORMULAS**, then **Define Name** or **Define Name** in the Name Box.



- Type a name for the range and press **Enter**.

### Limiting the Scope of a Name

Use scope to limit the worksheets within which the name is valid allowing the same name to be used on different worksheets. To limit scope to a single worksheet:

- Choose **FORMULAS**, then **Define Name**.
- Fill in details. Specify **SCOPED**, then **OK**. The cells referred to can be in a different worksheet than the origin.

### Defining a Constant or Formula for a Name

- Choose **FORMULAS**, then **Define Name**.
- Type the formula, **SCOPED**, and optionally **COMMENT**.
- In **FORMULAS**, type the constant or formula (specified by =) **OK**.

### Creating Several Names at Once

Rows or columns labels can be used to create named ranges. Labels can be above, below, left or right of the data.

- Select existing data and the labels.
- Choose **FORMULAS**, then **Create from Selection**.
- Specify which part of the selection to use as names, e.g., **TOP ROW** under **GET COLUMN(S)** **OK**.

For example:

	A	B	C	D
1	Manufacturer	Soft	Hard	
2	US	1,000,000	10,000,000	
3	Canada	500,000	5,000,000	
4	UK	250,000	2,500,000	

Create 7 named ranges. One for each column and row of data plus a range called **PRODUS** for B2 through D4.

## Example of Being Precise

Huggie Taps wants to sell Canadian prices. Multiplying US prices by the exchange rate they will be accurate.

- Round up to always better for the bottom line so **ROUND** and **ROUNDUP** are preferred in favor of **CEILING**. Additional rounding is required to satisfy Huggie Taps' desire for Canadian prices to eleven and 12 1/2.
- Cell B6: =CEILING(15.52777777, 1) results in 16.53 which is rounded to 16.53 with 2 decimal places.
- Cell B7: =ROUND(16.53, 2) results in 16.53 which is rounded to 16.53 with 2 decimal places.
- Cell B8: =ROUND(16.53, 2) results in 16.53. Cell B8 is rounded up to the nearest 50 cents.
- Cell B9: =CEILING(16.53, 0.5) results in 17.00. Cell B9 is rounded up to the nearest 50 cents.
- Cell B10: =CEILING(16.53, 0.5) results in 17.00. One penny is subtracted from the result. This is the price reflected by Huggie Taps.

	A	B	C
1	US Price	US Price	US Price
2	15.52777777	16.53	16.53
3	16.53	16.53	16.53
4	16.53	16.53	16.53
5	16.53	16.53	16.53
6	16.53	16.53	16.53
7	16.53	16.53	16.53

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