

Excel: Focus on Formulas

With Melissa Esquibel, MCT



BusinessManagement
DAILY

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Math Operators =

- ◆ Parentheses $()$
- ◆ Exponents $^ (x^2)$
- ◆ Multiplication \times or $*$
- ◆ Division \div or $/$
- ◆ Addition $+$
- ◆ Subtraction $-$

Order of Operations

- Please ◆ Parentheses
- Excuse ◆ Exponents
- My ◆ Multiplication
- Dear ◆ Division
- Aunt ◆ Addition
- Sally ◆ Subtraction

Troubleshooting

- ◆ Try Parentheses FIRST!



Gotchas

- ◆ Edit Mode
- ◆ Clicking around
- ◆ Relative and Absolute Cell References

What Error Messages REALLY Mean

- ◆ #NAME?
- ◆ #REF
- ◆ Circular Cell Reference
- ◆ #DIV/0

Reverse Engineering a Workbook

- ◆ Revealing Formulas
- ◆ Marking the Minefield
- ◆ Go To
- ◆ Trace Precedents/Dependents



If...

- ◆ **This** is true,
- ◆ Then **this**,
- ◆ Otherwise **this**.

=IF(A1>10,"Big","Small")

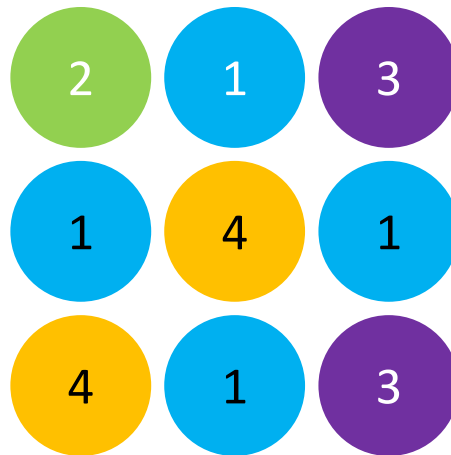
If

- ◆ The first comma says “then”
- ◆ The second comma says “otherwise”
- ◆ “Otherwise” can be another If

-	\$	-	=IF(F2=0,"Account Closed?","")
-	\$	-	

IF(logical test, [value_if_true], [value_if_false])

Conditional Formulas



SumIf

- ◆ **RANGE** to test
- ◆ **CRITERIA** to meet (in "")
- ◆ **SUMRANGE** if different from RANGE

=SUMIF(A1:A10,">10",C1:C10)

Creating a Look Up Form

- ◆ Use a Named Range
- ◆ Create Multiple VLookUps
- ◆ Use a Drop Down List to Select

	A	B	C	D	E	F	G	H	I
1	Cust #	Cust Name	Company	Address1	Address2	City	State	Zip	Balance
2	8619	Jane Abrahms	ABC, Inc	123 Main St	Suite 101	Chicago	IL	60602	\$28,065.30
3	2194	Joseph Green	123 Corp	123 Broadway Av		New York	NY	21212	\$33,684.48
4	4690	Susan Brown	XYZ Consolidated	999 Oak Blvd	MS#3434	Atlanta	GA	43943	\$16,612.74
5	9449	Ali Mazzurah	Acme Inc.	999 Maple Av		San Diego	CA	98989	\$45,823.50
6	4975	Fiona Kaz	Blue Chip Co.	1313 Mockingbird Ln	Suite #090	Miami	FL	32323	\$22,641.96
7	6779	Bob Barret	Food Importers	777 Liberty Blvd	#43	Newark	NJ	21023	\$28,052.04
8	6372	Ivan Kefel	ABM Corp	123 Orange Ave		Detroit	MI	32323	\$59,555.76
9	9637	Kathleen Kelly	Zcorp	707 Boeing Blvd		Santa Fe	NM	89898	\$76,557.12
10	8625	Norman Maine	DBold Clothing	12 Channel Ave		Seattle	WA	91234	\$41,952.60
11	8451	Esther Blodgett	JK Confectioners Inc.	7878 Oakton Dr		Portland	OR	98981	\$74,438.58

	A	B
1	Customer Number	9449
2		
3	Customer Name	=VLOOKUP(\$B\$1, CustomerDB, 2, 0)
4	Company	=VLOOKUP(\$B\$1, CustomerDB, 3, 0)
5	Address Line1	=VLOOKUP(\$B\$1, CustomerDB, 4, 0)
6	Address Line2	=VLOOKUP(\$B\$1, CustomerDB, 5, 0)
7	City, State, Zip	=VLOOKUP(\$B\$1, CustomerDB, 6, 0) & ", " & VLOOKUP(\$B\$1, CustomerDB, 7, 0) & " " & VLOOKUP(\$B\$1, CustomerDB, 8, 0)
8		
9	Balance	=VLOOKUP(\$B\$1, CustomerDB, 9, 0)

	A	B
1	Customer Number	9449
2		
3	Customer Name	Ali Mazzurah
4	Company	Acme Inc.
5	Address Line1	999 Maple Av
6	Address Line2	0
7	City, State, Zip	San Diego, CA 98989
8		
9	Balance	\$ 45,823.50

Named Ranges

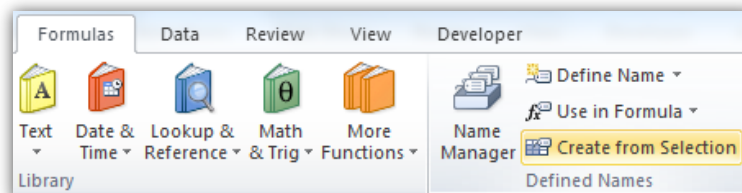
- ◆ When to Use
- ◆ The Set Up
- ◆ Named Ranges in Action

Name Box

	A	B	C	D	E
1		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
2	North	\$ 9,799	\$ 1,115	\$ 6,159	\$ 9,455
3	South	\$ 8,281	\$ 8,610	\$ 1,571	\$ 8,977
4	East	\$ 5,118	\$ 6,668	\$ 4,950	\$ 5,837
5	West	\$ 4,455	\$ 9,348	\$ 4,900	\$ 6,571
6					

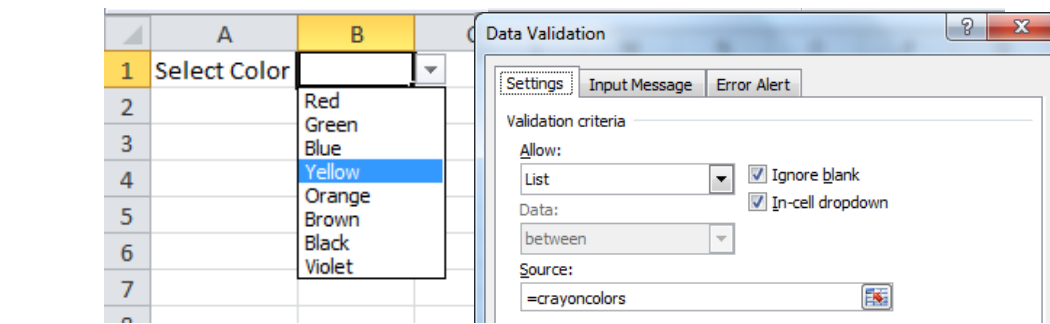
The Set Up

- ◆ Select and Name **OR**
- ◆ Formula Bar,
- ◆ Defined Names
- ◆ Create from Selection



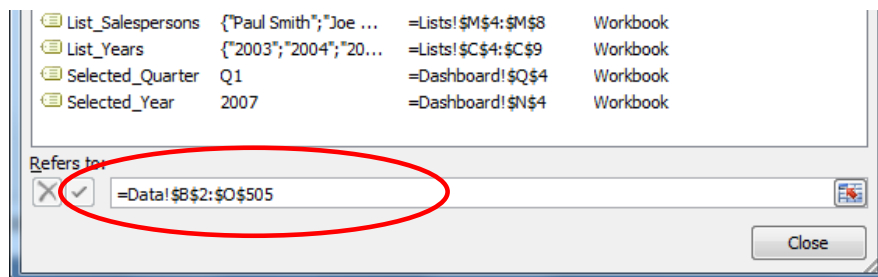
Named Ranges in Action

- ◆ Formulas
- ◆ Absolute Cell References
- ◆ Look Up Formulas
- ◆ Data Validation



Modifying a Named Range

- ◆ Formulas tab
- ◆ Defined Named group
- ◆ Name Manager button



Question & Answer Session

- Have a question for the speaker? Press “star” and then “1” on your phone to enter the queue.
- If, during the Q&A, your question has been answered, or you wish to remove yourself from the queue, press “star” and then “1”.
- The moderator will open your line when it is your turn to speak.
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Thank you for Participating!

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