

REFERENCE) Formula Fundamentals - Printable

Five Missing Keys to Formula Proficiency

1 Formula Vs. Function

Formula = an expression which performs any calculation within a spreadsheet.

Function = a predefined type of calculation within a spreadsheet.

2 Syntax (Building blocks to speak the language of Excel Formulas)

Arithmetic Operators

+	plus
-	minus
*	multiply
/	divide
^	exponent

Comparison Operators

<	less than
>	greater than
<=	less than or equal to
>=	greater than or equal to
=	equal to
<>	NOT equal to

Other Symbols

,	comma	must be used to separate arguments within a function
(and)	parentheses	must be used with every single function
		can also be used to force order of operations (PEMDAS)
" and '	double quote	must be used to reference text inside of a formula
\$	dollar sign	can be used to anchor a cell reference (when formula is copied and pasted)
&	ampersand	concatenates or joins characters together
:	colon	must be used to indicate a range of cells (i.e. A1:A5 means A1 through A5)
'	apostrophe	can be used in front of a formula to show formula text (instead of calculating)

3 Placeholders (Save formulas as you go with temp values like "blah")

Example: =IF(5+5=10,"blah true","blah false")

4 Helper Columns (Simplify calculations into bite-sized chunks)

Example: Year, Month, Day, and THEN use the DATE function

5 Help - Leverage the ExcelShir Help Hierarchy

- B**uilt-In help articles
- I**nternet (i.e. online forums)
- P**hone a friend or colleague
- E**xpert - find an expert (e.g. clarity.fm)

Memory Trick: "Need help? Type **BIPE!**")