Microsoft Excel 2013 Functions & Formulas Quick Reference Card (4-page Cheat Sheet focusing on examples and context for intermediate-to-advanced functions and formulas- Laminated Guide)

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Geared toward the intermediate to advanced Microsoft Excel 2013 user, this example-rich 4-page laminated quick reference card/guide provides explanations and context for many powerful Excel 2013 spreadsheet formulas and functions. Step-by-step instructions for many formula/function-related features such as using range names, and Excel's troubleshooting features. This guide is suitable as a training handout, or simply an easy to use reference guide.

Topics include:

Controlling Order of Precedence
Conditionally Summing/Counting Data (SUMIF, COUNTIF)
Being Precise (Rounding functions)
Improving Clarity with Range Names: Creating Names, Limiting Scope, Defining a Constant or Formula for a Name, Managing Names, Indirectly Referring to a Named Range (INDIRECT)
Merging Text and Numbers (CONCATENATE, TEXT, LEFT, RIGHT, MID, LEN, FIND, VALUE, TRIM, SUBSTITUTE)
Changing Results: IF, AND, OR, NOT
Table Lookups (VLOOKUP, HLOOKUP, INDEX, MATCH)
Error Recovery (ISNA, ISERROR)
Array Formulas (Single Cell & Multi-Cell Arrays)
Dates and Times (DATE, YEAR, MONTH, DAY, TODAY, WEEKDAY, NETWORKDAYS, EDATE)
Using a Formula for Data Validation
Troubleshooting: Types of Errors, Automatic Error Checking, Using the Error Checker, Showing/Hiding Formulas, Watching Cells, Evaluating Nested Formulas, Selecting Related Cells, Displaying Cell Relationships, Removing Relationship Arrows.

This guide is one of multiple titles available for Excel 2013: Excel 2013 Introduction (ISBN 978-1936220762); Excel 2013 Functions & Formulas; Excel 2013 Data Analysis with Tables (978-1936220786).

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