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Reference a Cell in a Formula: Type the cell reference (for example, B5) in the formula or click the cell you want to reference. SUM Function: Click the cell where you want to insert the total and click the . Sum. button in the Editing group on the Home tab. Enter the cells you want to total, and press . Enter. MIN and MAX Functions: Click the cell where

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function. Excel Function. Description. SUM. Calculates the sum of a group of values. AVERAGE. Calculates the mean of a group of values. COUNT. Counts the number of cells in a range that contains.

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reference to make the cell reference for the variable value absolute. A quick way to do this: Click on the cell containing the formula Click once on the cell reference in the formula bar Press F4 to add 2 dollar signs to your cell reference. Eg D2 will become \$D\$2. You can type the dollar signs in manually. Mixed cell references

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want to reference, and press . Enter. COUNT Function: Click the cell where you want to place a count of the number of cells in a range that contain numbers. Click the . Sum. on list arrow on the Home tab and select . Enter the cell range you want to reference, and press . Enter. Complete a Series Using AutoFill: Select the

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The quick reference guide is in PDF format and is three pages long. It goes into detail about VLOOKUP's syntax, including an example of a VLOOKUP formula and some detail on the range lookup

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function at the end of the syntax. However, it doesn't really cover error checking or the most common mistakes with VLOOKUP.

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Although these errors are annoying, they occur for a good reason: either the value you're trying to find doesn't exist, or it does exist—but Excel doesn't perceive it as a match because of a

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formatting mismatch or other issue. To download a three-page reference guide that offers basic troubleshooting tips for VLOOKUP, click the link below.

Designed with the busy professional in mind, this 4-page laminated quick reference guide provides step-by-step instructions in Introductory Excel 2016. When you need an answer fast, you will find it right at your fingertips. Durable and easy-to-use, quick reference cards are perfect for individuals, businesses and as supplemental training materials. With 59 topics covered, this guide is perfect for someone new to Excel or upgrading from a previous version. Topics Include: Interface Basics, File Management, Data

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Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use Microsoft Office Word 2016 (Windows Version). Written with Beezix's trademark focus on clarity, accuracy, and the user's perspective, this guide will be a valuable resource to improve your proficiency in using Word 2016. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. The following topics are

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covered: Margins, Orientation, and Paper Size  
Moving and Copying  
Text  
Formatting Text with the Mini Toolbar & Touch  
MiniBar  
Spacing between Paragraphs  
Creating Bulleted Lists  
Changing Bullet Style  
Creating Numbered Lists  
Turning off Bullets or Numbering  
Paragraph Alignment  
Copying  
Formatting  
Searching using the Navigation Pane  
Finding and Replacing Text  
Jumping to Other Pages  
Different Views of the Document: Read Mode, Print Layout, and Draft View  
Using the Highlighter  
Proofreading Using Smart Lookup and the Thesaurus  
Creating and Inserting Quick Part Building Blocks  
Inserting a Cover Page  
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Inserting a Page Number  
Inserting a Text Box: Drawing a Text Box, Moving, Resizing, Formatting, and Deleting a Text

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Geared toward the intermediate to advanced Excel 2016 user, this example-rich 4-page laminated card/guide provides explanations and context for many powerful Excel 2016 spreadsheet formulas and functions. Step-by-step instructions for many formula/function-related features such as using range names, and Excel's troubleshooting features. Written with Beezix's trademark focus on clarity, accuracy, and the user's perspective, this guide will be a valuable resource to improve your proficiency in using Microsoft Excel 2016. This guide is suitable as a training handout, or simply



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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) New Functions for Office 365, Mobile & Online (CONCAT, TEXTJOIN, IFS, MAXIFS/MINIFS, SWITCH) 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,

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Leverage the full power of Excel formulas Excel 2016 Formulas is fully updated to cover all of the tips, tricks, and techniques you need to maximize the power of Excel 2016 through the use of formulas. This comprehensive book explains how to create financial formulas, release the power of array formulas, develop custom worksheet functions with VBA, debug formulas, and much more. Whether you're a beginner, a power user, or somewhere in between this is your essential go-to for the latest on Excel formulas. When conducting simple math or building highly complicated spreadsheets that require formulas up to the task, leveraging the right formula can heighten the accuracy and efficiency of your work, and can improve the speed with which you compile and

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Laminated quick reference card showing step-by-step instructions and shortcuts for how to use tables, PivotTables, sorting and filtering features in Microsoft Office Excel 2010. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. The following topics are covered: Excel Tables: Creating an Excel Table, Changing the Table Area, Adding

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a New Row or Column to the Table, Deleting a Table Row or Column, Turning On/Off the Total Row, Changing the Total Row, Convert a Table to a Normal Range, Using a Normal Range for Sorting, Filtering, Subtotals, and PivotTables, Removing Duplicates, Structured References in Excel Tables. PivotTables: Creating a PivotTable or PivotChart Report, Show/Hide the PivotTable Field List, Adding/Removing a PivotTable Field, Refreshing a PivotTable, Rearranging a PivotTable, Adding a PivotChart to an Existing PivotTable, Changing the Summary Function, Changing How Values are Shown, Sorting in a PivotTable, Grouping by Dates or Time, Filtering PivotTables and Charts with Slicers. Sorting & Filtering: Basic Sorting, Complex Sorting, Re-applying a Sort, Creating a Custom List, Creating a Custom List from Cell Data, Sorting Using a Custom List, Filtering



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and Advanced Filtering, Show/Hide AutoFilter, Searching for Filter Criteria in AutoFilter, Criteria for Advanced Filters, Using Advanced Filters/Copying Filtered Data to Another Range, Selecting /Ordering Columns, Filter/Copy Unique Rows, Clearing Filtering and Sorting, Subtotals. This guide is one of several titles available for Excel 2010: Excel 2010 Introduction; Excel 2010 Tables, PivotTables, Sorting & Filtering; Advanced & Macros; Charts & Sparklines; Functions & Formulas.

Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use tables, PivotTables, sorting and filtering features in Microsoft Office Excel 2016 (Windows version). Written with Beezix's trademark focus on clarity, accuracy, and the user's perspective, this guide will be a valuable

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Adding/Removing a PivotTable Field, Refreshing a PivotTable, Rearranging a PivotTable, Adding a PivotChart to an Existing PivotTable, Changing the Summary Function, Changing How Values are Shown, Sorting and Filtering a PivotTable, Filtering with Timelines and Slicers. Using a PivotTable to Analyze Multiple Data Sources, Adding Excel Workbook Tables to the Data Model, Creating a New PivotTable from the Data Model. Using the Inquire Add-In: Install the Inquire Add-In, Compare Two Workbooks, Analyze a Workbook.

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