McCombs
Career Webinar

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Alumni Career Resources

ALUMNI CAREER RESOURCES

Introduction to Formulas and Functions in Excel

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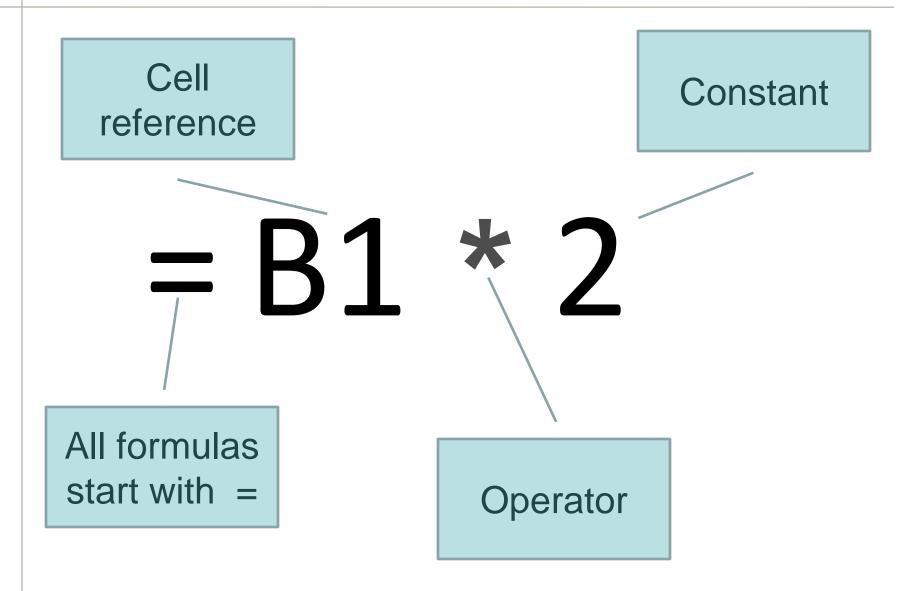# Today we will cover:

- **Formulas**
- **Cell References**
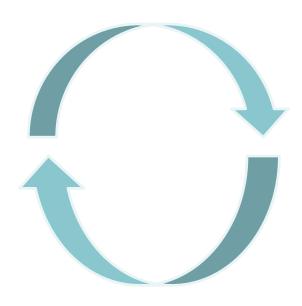- **Functions**
- **Pasting Values**
- **Learning More Functions**

Elements of a Formula

Cell reference

Constant

= B1 * 2

All formulas start with =

Operator

Operators in Excel

+ (Addition)

- (Subtraction)

* (Multiplication)

/ (Division)

^ (Exponentiation)

Essentials
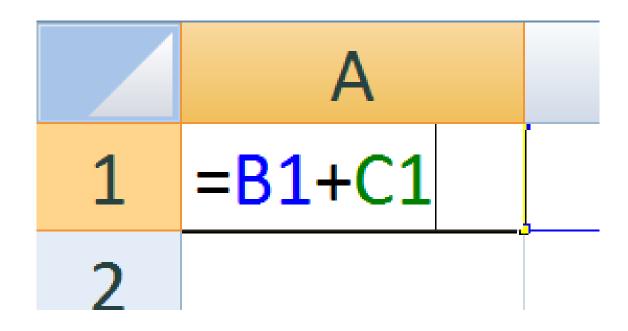
No Circular References

Essentials

10,000
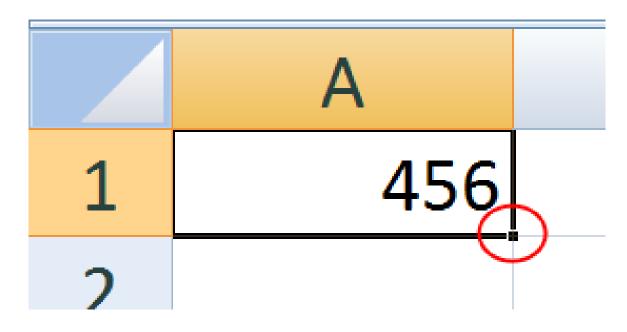
No Commas In Constants

Essentials

	A
1	=B1+C1
2	

Use Cell References
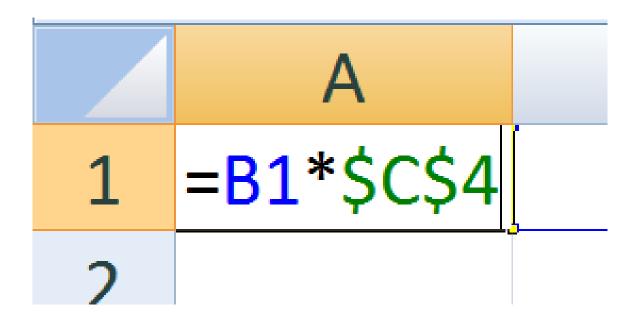
Essentials

Copy With the Fill Handle

Essentials

Understand Absolute and Relative Cell References

Elements of a Function

All functions start with =

Parentheses

= SUM(B1, C1)

Function name

Arguments

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Common Mathematical Functions

- **SUM – adds two or more numbers**
- **PRODUCT – multiplies two or more numbers**
- **POWER – raises a number to a power**
- **QUOTIENT – divides two numbers and returns the integer part of the answer, without a decimal or remainder**
- **ROUND – rounds a number**

Common Text Functions

- **CONCATENATE – combines the contents of two or more cells**

- **TRIM – removes trailing spaces from contents of a cell**

- **LOWER – puts text in lower case**

- **PROPER – puts text in proper case**

- **UPPER – puts text in upper case**

Logical Functions

- **IF – performs a logical test to see if something is true or false**

- **AND – performs more than one logical test and returns TRUE if all logical tests return true**

- **OR – performs more than one logical test and returns TRUE if any return true**

More Resources

- **The Excel Help Files**

- **www.mccombs.utexas.edu/tech/training**

  - click the **Tutorials** link on the left

- **http://office.microsoft.com**

- **http://blogs.mccombs.utexas.edu/the-most**

- **www.youtube.com/excelisfun**

Thank You!

- **The recording of today's presentation, along with the PowerPoint slides, will be available on our Career Programming Web page by next week:**

  http://www.mccombs.utexas.edu/alumni/careers/programming/