McCombs Career Webinar

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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

All formulas start with =

Cell reference

Operator

Constant

= B1 * 2
Operators in Excel

+  (Addition)
-  (Subtraction)
*  (Multiplication)
/  (Division)
^  (Exponentiation)
Essentials

No Circular References
No Commas In Constants
Use Cell References
Copy With the Fill Handle
Essentials

Understand Absolute and Relative Cell References
Elements of a Function

All functions start with =

= SUM(B1, C1)

Function name

Parentheses

Arguments
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/