

Excel Formulas – Resources and Tips

(Compiled by Daniel Cornwall, Alaska State Library, March 11, 2015)

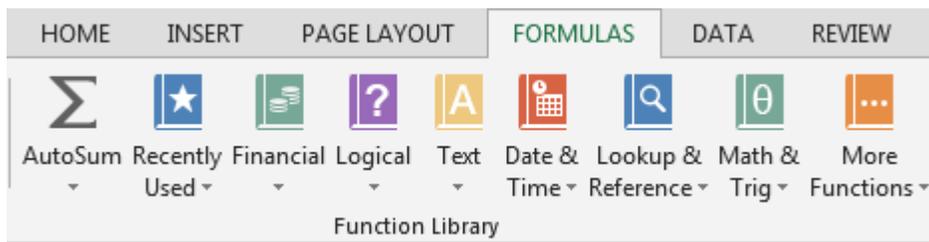
Resources

- Simple formulas (GCF LearnFree) - <http://www.gcflearnfree.org/excel2010/6.2>
- Complex formulas (GCF LearnFree) - <http://www.gcflearnfree.org/excel2010/9>
- Working with basic functions (GCF LearnFree) - <http://www.gcflearnfree.org/excel2010/10>

Tips

- All formulas begin with the equals sign =
- Use [**Ctrl + ‘**] to view all formulas in your spreadsheet. Good troubleshooting tool. The accent mark (`) is above the tab key on PC keyboards.
- Operators
 - **+** = Addition
 - **-** = Subtraction
 - ***** = Multiplication
 - **/** = Division
 - **^** = Exponents (i.e. $3^3 = 3^3 = 27$)
- Order of Operations in Excel:
 - Anything in parentheses
 - Exponential calculations (to the power of)
 - Multiplication and division, whichever comes first
 - Addition and subtraction, whichever comes first
- Functions in Excel

- Found under Formulas Tab:



- Functions most likely to be useful in libraries: Sum, Average, Min and Max. Consider DAYS in **Date & Time**. If your library tracks loan payments, some **Financial** functions may be useful.