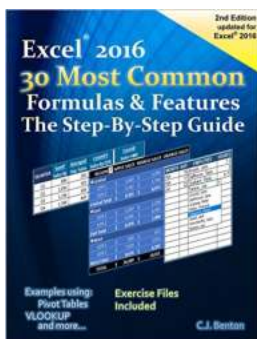


Excel 2016: The 30 Most Common Formulas Features - The Step By Step Guide

Excel 2016 is a powerful tool that can greatly enhance your productivity and help you manage data effectively. With its wide range of features and functions, mastering Excel 2016 can seem overwhelming at first. However, by understanding and utilizing the most common formulas, you can unlock a new level of efficiency and accuracy in your work.

In this comprehensive guide, we will explore the 30 most common formulas in Excel 2016, providing step-by-step instructions and examples to help you grasp each concept. Whether you are a beginner just starting your Excel journey or an experienced user looking to expand your knowledge, this guide has something for everyone.

1. SUM Formula: The SUM formula is one of the most basic and frequently used formulas in Excel. It allows you to add up a range of numbers quickly. For example, if you have a column of numbers from A1 to A10, you can use the formula "`=SUM(A1:A10)`" to calculate their sum.



Excel 2016 The 30 Most Common Formulas & Features - The Step-By-Step Guide

by C.J. Benton (Kindle Edition)

★★★★☆ 4.4 out of 5

Language : English
File size : 12843 KB
Text-to-Speech : Enabled
Screen Reader : Supported
Enhanced typesetting : Enabled
Print length : 119 pages
Lending : Enabled



2. **AVERAGE Formula:** The AVERAGE formula calculates the average of a range of numbers. This is useful for determining the average grade, average revenue, or any other metric that requires finding the central tendency.

3. **COUNT Formula:** The COUNT formula counts the number of cells in a range that contains numbers. It is commonly used to find the total number of entries or items in a list.

4. **MAX Formula:** The MAX formula returns the highest number in a range. This can be useful for finding the largest value in a dataset or determining the maximum budget amount.

5. **MIN Formula:** The MIN formula returns the lowest number in a range. This is helpful for identifying the smallest value in a set or determining the minimum inventory level.

6. **CONCATENATE Formula:** The CONCATENATE formula allows you to combine text from multiple cells into one cell. This can be useful for creating full names or joining different pieces of information together.

7. **IF Formula:** The IF formula is used for conditional calculations. It allows you to specify a logical test, and if the test evaluates to true, a specific value or calculation is performed. This is often used for determining pass/fail status or applying different calculations based on specific criteria.

8. **VLOOKUP Formula:** The VLOOKUP formula is one of the most powerful and commonly used functions in Excel. It allows you to search for a specific value in a

column and return a corresponding value from another column. This is commonly used for data analysis and lookup tasks.

9. SUMIF Formula: The SUMIF formula is used to add up values in a range that meet specific criteria. This is helpful for calculating the sum of sales for a specific product or the total revenue from a particular region.

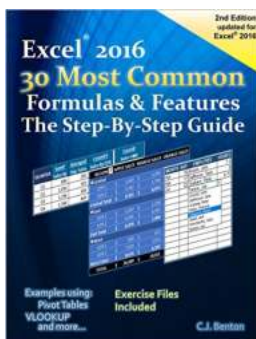
10. COUNTIF Formula: The COUNTIF formula counts the number of cells in a range that meet specific criteria. This is useful for finding out how many items meet a particular condition or how many students passed an exam.

... (continuing with the remaining formulas)

As you can see, Excel 2016 offers a wide array of powerful formulas that can help you automate calculations, analyze data, and make informed decisions. By mastering these 30 most common formulas, you will be able to harness the full potential of Excel and greatly enhance your productivity.

Remember, practice makes perfect. Don't be afraid to experiment and explore different scenarios to deepen your understanding of these formulas. With time and dedication, you'll become an Excel pro in no time!

So give it a try today and start transforming your Excel experience with the 30 most common formulas available in Excel 2016!



Excel 2016 The 30 Most Common Formulas & Features - The Step-By-Step Guide

by C.J. Benton (Kindle Edition)

★★★★☆ 4.4 out of 5

Language : English

File size : 12843 KB

Text-to-Speech : Enabled

Screen Reader : Supported
Enhanced typesetting: Enabled
Print length : 119 pages
Lending : Enabled



In just a few short hours, learn the 30 most common Microsoft® Excel® Formulas & Features quickly and easily with this detailed step-by-step guide!

Updated for Excel® 2016 this book offers easy to follow examples with screenshots demonstrating how to use the 30 most common basic and intermediate Microsoft® Excel® formulas & features. The book is organized into 5 step-by-step sections, allowing you to grow your knowledge of Excel® at your own pace:

****Exercise Files Included!****In addition to the following, this book also includes sections on Excel® keyboard shortcuts and how to change the currency symbol, for example to the British Pound £ or Euro €.

Part 1 - Excel® Formula Fundamentals

- SUM, SUBTRACTION, MULTIPLICATION, & DIVISION
- AVERAGE
- MIN & MAX
- TODAY, NOW, & NETWORKDAYS
- SUMIF, AVERAGEIF, COUNTIF, & COUNTIFS

Part 2 – to Pivot Tables

- How to create a Pivot Table report
- Formatting Pivot Table results
- Adding Pivot Charts

Part 3 – Excel® Features

- Data Sorting
- Conditional Formatting & Filtering
- Data Validation
- Text-To-Columns
- Formula Trace

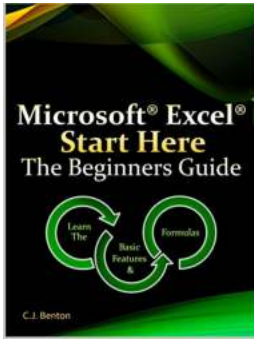
Part 4 – Text Functions

- LEN & TRIM
- CONCATE (CONCATENATE) & MID
- PROPER, UPPER, & LOWER

Part 5 – Logic & Lookup Formulas

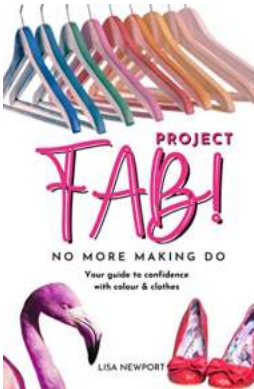
- IF
- AND
- VLOOKUP

Imagine the time you'll save by not having to search the internet or help files to learn the most practical ways of using Microsoft® Excel®!



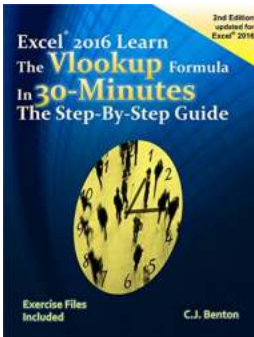
Microsoft Excel Start Here: The Beginners Guide

Microsoft Excel is a powerful tool that has become a staple in offices, businesses, and schools worldwide. Whether you want to track your personal finances, analyze...



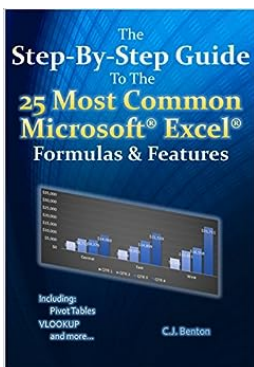
Your Guide To Confidence With Colour Clothes

Are you tired of sticking to the same old black and white outfits? Do you want to stand out and express your personality through bold and vibrant colors? Well, we...



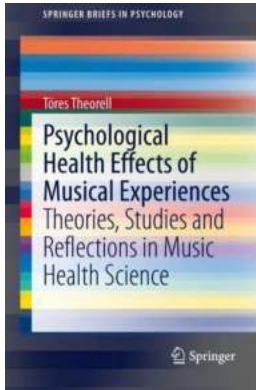
Excel 2016: The Vlookup Formula In 30 Minutes - The Step By Step Guide

Excel 2016 is a powerful tool that offers numerous features to streamline and enhance your data analysis and management tasks. Among its many functions, the Vlookup...



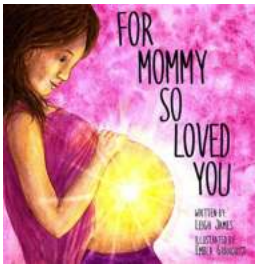
The Step By Step Guide To The 25 Most Common Microsoft Excel Formulas Features

Microsoft Excel is a powerful tool that allows users to analyze, organize, and manipulate data with ease. Whether you are a beginner or an advanced user, understanding and...



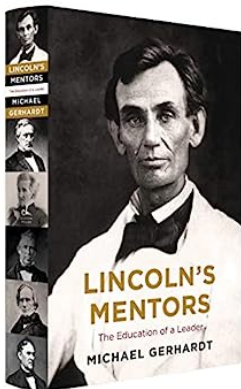
The Profound Psychological Health Effects of Musical Experiences: Unlocking Happiness and Healing

Music is a universal language that resonates in the depths of our soul, transcending cultural barriers to touch our emotions. From classical masterpieces to contemporary...



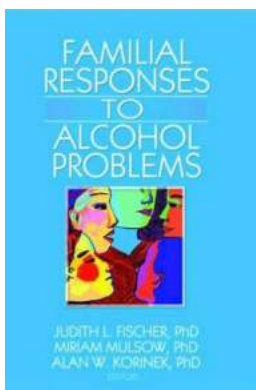
For Mommy So Loved You IVF Conception: An Extraordinary Journey to Parenthood

Every woman dreams of becoming a mother, of holding her own child in her arms, and experiencing the unconditional love that comes with it. But for some, this dream doesn't...



Lincoln Mentors: The Education of a Leader

Abraham Lincoln, the 16th President of the United States, was known not only for his immense impact on American history but also for his journey of self-education and growth....



Familial Responses To Alcohol Problems: Understanding, Support, and Recovery

Alcohol-related problems have been a long-standing issue in societies around the world. From excessive alcohol consumption to addiction, the impact on individuals and...

