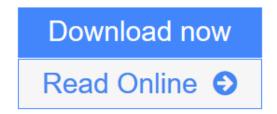# Excel 2011 for Mac: Functions & Formulas Quick Reference Guide (4-page Cheat Sheet focusing on examples and context for intermediate-to-advanced functions and formulas - Laminated Guide)

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Excel 2011 for Mac: Functions & Formulas Quick Reference Guide (4-page Cheat Sheet focusing on examples and context for intermediate-to-advanced functions and formulas - Laminated Guide)

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Geared toward the intermediate to advanced Excel 2011 user, this example-rich 4-page laminated quick reference card/guide provides explanations and context for many powerful Excel 2011 spreadsheet formulas and functions. Step-by-step instructions for many formula/function-related features such as using range names, and Excel's troubleshooting features. This guide is suitable as a training handout, or simply an easy to use reference guide.

The following topics are included:
Glossary.
Conditionally Summing/Counting Data (SUMIF, COUNTIF).
Being Precise (Rounding): (ROUND, MROUND, ROUNDUP, CEILING, CEILING.PRECISE, EVEN, INT).
Improving Clarity with Range Names: Name Rules, Creating a Name, Creating Several Names at Once, Selecting a Name Range, Using a range Name in a Formula, Managing Names, Indirectly Referring to a Named Range (INDIRECT).
Merging Text and Numbers (CONCATENATE, TEXT, LEFT, RIGHT, MID, LEN, FIND, VALUE, TRIM, SUBSTITUTE).
Changing Results (IF, AND, OR).
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).
Using a Formula for Data Validation.
Troubleshooting: Types of Errors, Automatic Error Checking, Using the Error Checker, Showing/Hiding Formulas, Displaying Cell Relationships, Selecting Related Cells, Removing Relationship Arrows.
This guide is one of several titles available for Excel 2011: Excel 2011 Introduction; Excel 2011 Charts, Tables & PivotTables; Excel 2011 Functions & Formulas.

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