Function Reference Sheet

Cell References

Relative: (C5) - the reference(s) used in a formula will change when the formula is moved to a new cell.
Absolute: (C5) - the reference(s) used will stay constant regardless of where the formula is positioned
Mixed: ($C5 or C$5) - the combination of relative and absolute references

IF Function

Written Example:	**IF(Logical Test, True Value, False Value)**

An IF Function must contain a logical test, which is a question using an operator. This Function must be answered through a result of True or False. Both options must be available inside the function.

Nested IF Function (IFS Function)

Written example:	**IF(Logical Test, True Value, If(Logical Test, True Value, False Value)**

A Nested IF Function can be placed in either the True or the False Values.

AND Function

Written example:	**AND (logical test 1, logical test 2)**

Both criteria must be satisfied in order for the function to get a result. AND Functions can be added to many arguments to expand the number of logical tests to be satisfied

OR Function

Written example:	**OR (logical test 1, logical test 2)**

Only one logical test must be satisfied for the function to get a result.

VLOOKUP / HLOOKUP

Written example:	**VLOOKUP (Lookup Value, Table Array, Column Index #, Range Lookup)**

Lookup Value - Is a compare value to the lookup table.
Table Array - Is the table containing the lookup options to compare with the lookup values
Column Index # - The lookup value is column 1. The Column Index # is the column # relative to the lookup value.
Range Lookup - True: Range of Values (approximations) or False: An Exact Match

IFERROR Function

Written Example:	**IFERROR(Expression, Value if Error)**

An expression can be any formula or function. The "Value if Error" is the statement or result that occurs if the formula or function is invalid / incorrect.

Understanding Errors

######	Occurs Cell Width is not wide enough to show cells' contents
#VALUE!	Occurs when the cell is using "text" in a formula or function which is the wrong type of argument
#DIV/0	Occurs when the cell is divided by zero or by an empty cell
#NAME?	Occurs when entering an incorrect function name, range, or cell reference
#N/A	Occurs when errors are more obscure; a value may not be available
#REF!	Occurs when a reference used in a formula is deleted
#NUM!	Occurs when a number is miscalculated; possibly too high or low