

I'm not robot!

If you're a numbers person, creating and sleuthing out problems in Excel may seem like a nice little puzzle that will keep you awake this afternoon. But if you're not a numbers person, formula problems can feel huge — like you have a Grand Canyon-size hole in the knowledge you desperately need to complete your task successfully. If you're one of the latter group (as I am), these tips will help you identify the problem and solve it so you can get back to the stuff you actually enjoy doing.

- 1: Know the signs (by turning on Error Checking) Excel will let you know when a cell has a formula error if you have error checking enabled for your worksheet. As you will find, there are good reasons not to leave error checking on all the time, especially in cases where you will be creating a large worksheet (or you're inputting data from another source), so the formulas won't be correct until all the data is in place. But for most general worksheet use, it's a good idea to have error checking enabled. Turn on error checking by clicking the File tab, clicking Options, and then clicking Formulas in the left panel of the Options dialog box. Make sure that the Enable Background Error Checking check box is selected. You can also choose the color you want to use to point out formula errors. Now, click OK. Excel will show you where any errors are in your worksheet by displaying a small colored triangle in the upper-left corner of the cell where it found a problem. Select the cell to display the information icon. Then, click the icon to see a context menu of options you can use to correct the error (Figure A). Figure A Excel offers options for sleuthing out the problem.
- 2: Rule out common errors first We've all done this (some of us, time and time again), but it's a good idea to take a close look at your formula to be sure you haven't made some simple mistake: Did you forget to start the equation with an equal sign? Other common problems that throw an error involve not using a colon to indicate a range of cells, forgetting to close your parentheses, and adding common formats as part of the formula (for example, entering \$2,350 when you should enter 2300). You can view and edit the formula in the Formula Bar by clicking the cell that contains it. Or you can show all formulas in the worksheet by clicking the Formulas tab and clicking Show Formulas in the Formula Auditing group. You can then make simple corrections by deleting incorrect entries and typing the correct formula.
- 3: Let Excel help When you enter a formula with an obvious error, Excel will prompt you and propose a correction; you can click Yes to use Excel's suggestion or click Cancel to return to the formula and correct it yourself (Figure B). You can also use the options in the context menu that appears when you click the information icon to get help on the issue, ignore the error, step through the calculations involved in the formula, or change the formula options in play. Figure B Excel lets you know you entered the formula incorrectly and suggests a correction.
- 4: Do not pass 0, do not collect \$200 Your Excel worksheet will not appreciate it if you try to divide by zero as part of your calculation. If your formula references another cell that happens to have a 0 value, you will see the error #DIV/0!, which means "Hey! You know better than this! No dividing by zero!" To correct the error, revisit your formula and determine which cell the incorrect reference should be pointing to. Or if necessary, correct the cell value so that Excel will calm down.
- 5: Use formula auditing tools Excel also includes a great set of formula tools you can use to discover where the problem is in the formula you're trying to fix. These tools are especially helpful when you are working on a large or complex spreadsheet that includes a number of sophisticated formulas. Click the Formulas tab and you'll find the tools in the Formula Auditing group. Trace Precedents and Trace Dependents show you (by placing arrows on the worksheet) which cells contribute to the formula or depend on the formula value. Choosing Error Checking causes Excel to do a quick check on your worksheet. (This is great for those times you've been tweaking things and want to make sure you haven't introduced any errors.) Evaluate Formula gives you the choice of analyzing the parts of the formula or stepping through it to see where the error occurs. All of these options help you see what other factors might be contributing to the error your formula is producing. Bonus tip: Keep an eye on cells and formulas in the Watch Window When you're working with a really large worksheet, it's possible that the formula you're working with draws values from cells that have scrolled off the screen. When you're trying to locate the source of a formula error and correct it, the Watch Window makes it easy for you to see what's happening to the cells and the formula when you update the content of the cells, the items you're tracking are always visible no matter where in the worksheet you're working. Figure C View cells and formulas by adding them to the Watch Window. Here is the list of the top 10 basic formulas and functions in Excel. SUMCOUNTCOUNTACOUNTBLANKAVERAGEMIN ExcelMAX ExcelLEN ExcelTRIM ExcelIF Excel Now let us discuss each of them in detail – You are free to use this image on your website, templates, etc. Please provide us with an attribution linkArticle Link to be HyperlinkedFor eg:Source: Basic Excel Formulas (wallstreetmojo.com) #1 SUM in Excel This basic Excel formula is used to get the sum of the value in one or more cells or ranges. Example =SUM(A1:A5) Result = 41 (See Image below) #2 COUNT Excel Function This basic Excel function counts the numeric value in one or more cells or ranges. Example =COUNT(A1:A5) Result = 4 (This will exclude cell A3 since this formula calculates the only numeric value. Please see the image below). #3 COUNTA in Excel This formula counts the value in one or more cells (This will measure the cells irrespective of the number or text value). Example =COUNTA(A1:A5) Result = 5 (This will include Cell A3 since this formula calculates both text and numeric value. See Image below). #4 COUNTBLANK in Excel This Excel basic function counts the blank value in the range. (Note: We will not consider only space in a cell a blank cell). Example =COUNTBLANK(A1:A5) Result = 2 (This will calculate the number of blank cells in the range. See image below). #5 AVERAGE in Excel This basic formula in Excel is used to get the value average in one or more cells or ranges. Example =AVERAGE(A1:A5) Result = 4 (See Image below) #6 MIN Formula in Excel This Excel basic function is used to get the minimum value in cells or range. Example =MIN(A1:A5). Result = 2 (See Image below) #7 MAX Formula in Excel This basic Excel function is used to get the maximum value in cells or range. Example =MAX(A1:A5) Result = 9 (See Image below) #8 LEN in Excel This basic function of Excel is used to calculate the number of characters in a cell or text. Example =LEN(A1) Cell A1 value is Shivam, which has a 6-character length. So, the result would be 6 (See image below). #9 TRIM in Excel This basic Excel function removes unnecessary space in a cell or text. SYNTAX: TRIM(TEXT) Example =TRIM(A1) Cell A1 has two spaces between first, middle, and last names. This function will remove extra space to give the result. (See image below). #10 IF in Excel IF function can perform a logical test in excelA logical test in Excel results in an analytical output, either true or false. The equals to operator, "=", is the most commonly used logical test.read more. Example =IF(A1>33,"P","F"). A value in cell A1 is 50, and a logical test is if the value is greater than 33. Then the result would be P. Else, the result would be F. Since the value 50 is greater than 33, the result would be P. (See image below). Things to Remember A formula should always start with an equal sign. Else, it will show an error.If we enter any text value instead of giving a cell address, we should provide the text value within an inverted comma ("").Before entering the function in a cell, ensure that the cell format is general. If a text format is selected, then the formula will not work.Space ( ) is always counted as a single character. So, if you are working with blank cells, remember that if a cell has only space, it will not be counted as a blank cell. Basic Excel Formulas Video Recommended Articles This has been a guide to Basic Formulas in Excel. Here we discuss the list of top 10 Basic Formulas & Functions in Excel, including SUM, COUNT, COUNTA, COUNTBLANK, MAX, MIN, etc. with a downloadable excel template. You may learn more about excel from the following articles –





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