Excel:  
**pivot table:** we need to select in from insert ribbon. In that there will be 4 fields like column, rows, filter and values   
if we put the column in rows or columns it will display the distinct values of it.  
filter will provide the dropdown icon to select the values  
in values we can apply to get the values to view in average, count or sum and in value field settings we can make it to view in % of grandtotal  
**Formulae**  
=max(from where to where in a column)/ just select the entire column  
=min(A:A) .. =len() it will display the length of the string  
=right(A2,4) it will get last 4 or desired values from the string  
=left(A2,4) it will get first 4 or possible values from the string  
string aligned to left and number aligned to right  
=text(A2,”dd/mm/yyyy”) we can convert date into text using text fn do try it and we use right fn to get the year   
 i.e 22/02/2022 = right(L2,4) o/p as 2022

=trim(A2) it removes extra spaces  
=concatenate(A2,” “,trim(B2))  
=substitute(A2,”/”,”-“) in date column 19/01/2022 –-> 19-01-2022  
=substitute(A2,”/”,”-“,1) 19/01/2022 🡪 19-01/2022 only first / changes to –

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=if(L2 > 69, “pass”, “fail”) condition, if yes pass,else fail (we can mention only if and else 2 condition  
=**ifna(ifs**(e2>90,”A”,e2>85,”B”,e2>80,”C”),”Failed”) it will provide output according to ifs condition if ifs cntn is not available the it will provide the output as failed   
=count() it counts only numeric value  
=counta() it count both numeric and string  
=countif(A2:A12,”>69”) I need the count of passing students then it will provide how many students passes within the range  
=countifs(A2:A12,”>69”,B2:B12,”M”) if I require multiple criteria then we will use this fn in this no of male students passed the exam  
=sum(A2:A12) =sumif(A2:A12,”>85”) sum who is greater that 85 =sumifs(A2:A12,”>85”,B2:B12,”M”)   
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date function in excel  
=today(), =days(today(),l2) and column which refers to start date it will provide the days between the date we provide  
=networkdays(l2,today()) it will provide the working days within the range  
=month(datecoulmn) it will display month number for the mentioned date  
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=mid(k2,3,2) in Jayashree 🡪 ‘ya’ as o/p  
=istext(), isnumber()  
=find(“sh”,b3) it will provide number as o/p from jayashree 🡪 5 it is case sensitive  
=search(“Sh”,b3) it is not case sensitive  
=replace(b2,4,2,”\*\*”) 🡪 Fantastic will provide o/p as 🡪Fan\*\*stic  
=proper(L2) it will provide 1st letter of the word as a capital - jaya shree 🡪 Jaya Shree  
=rept(C2,4) c2 value need to repeat 4 times

=upper(c2) it will display character as upper case and =lower(C2)   
=C2&” “&D2 instead of concatenate for join 2 strings

=exact(D2,C7) it will provide exact match  
=clean(c2) 🡪 it will provide printable values  
=value(c2) it will convert data into values

=average(a2:a12) 🡪 sum/count  
=averageif(a2:a12,”F”,D2:d12) 🡪 it denotes average calculation of female candidate so a2:a12 refers gender, d2:d12 refers marks

=averageifs(g2:g12(marks),f2:f12(gender),”M”,e2:e12(age),”>15)

=rand() it will provide random num btw 0 to 1  
=round(3333.4445,3) 🡪 3333.445  
=large(e2:e12,5) 🡪 it will provide 5 th largest value =small() opposite of large