Principles of Accounting
LAB 3
First Stage

Lecturer
Bilal Ibrahim Bakri

A list of the common functions:

- **SUM**: **adds** all of the values of the cells in the argument.
- **AVERAGE**: determines the **average** of the values included in the argument.
- **COUNT**: **counts** the number of cells with numerical data in the argument.
- **MAX**: determines the **highest cell value** included in the argument.
- **MIN**: determines the **lowest cell value** included in the argument.
- **POWER:** Returns the result of a number raised to a power.
- **INT:** Rounds a number down to the nearest integer.
- **SUMIF:** Sum the values in a range that meet Criteria.

Arguments

Most of the Function requires inputs or information (Arguments) in order to calculate correctly. Argument can refer to both **individual cells (one cell rang**e) and **cell ranges** and must be enclosed within **parentheses**. You can include one argument or multiple arguments.

- For example, the function **=AVERAGE(A1:A9)** calculates the **average** of the values in the cell range A1:A9 . This function contains only one Argument.

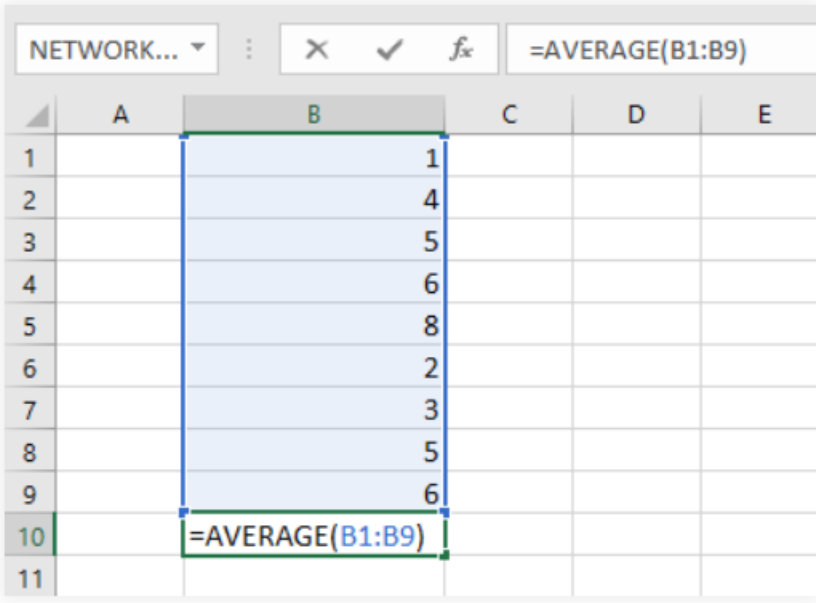


Figure (14)

- In this example, the function **=SUM(A1:A3, C1:C2, E1)** will **add** the values of all of the cells in the three Arguments.

* Multiple arguments must be separated by a **comma.**

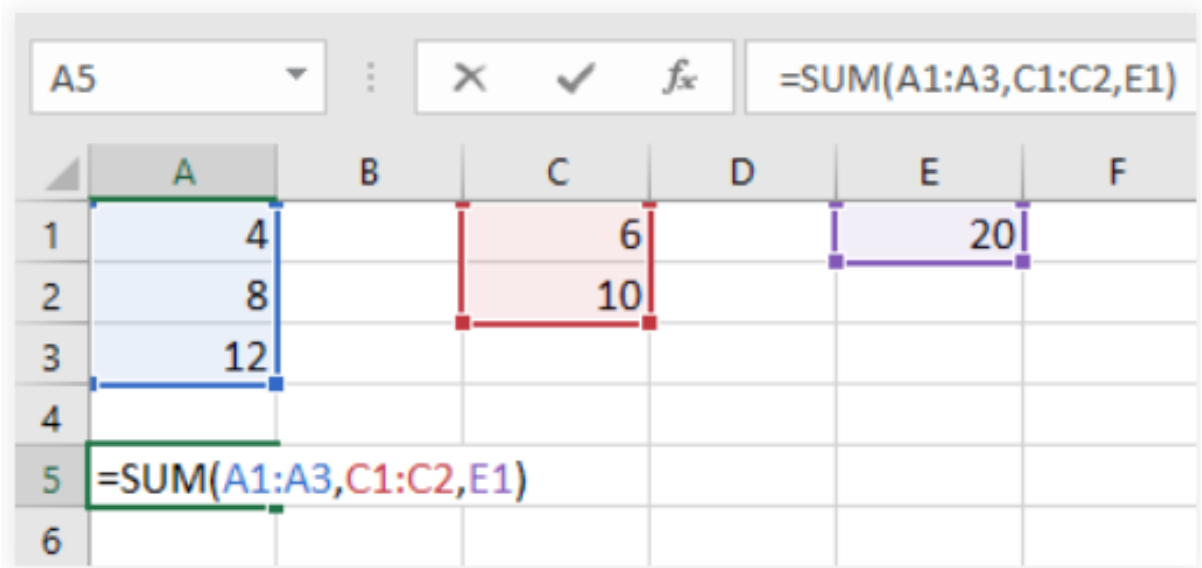


Figure (15)

Function Examples

- Click the **cell** that will contain the function for example cell **F2**.
- Type the **equals sign (=),** then enter the desired **function name** or select the desired function from the list of **suggested functions** that appears below the cell as you type. for example type **sum**.
- Then we choose the arguments range by clicking the first and drag to the last cell, then we press Enter.

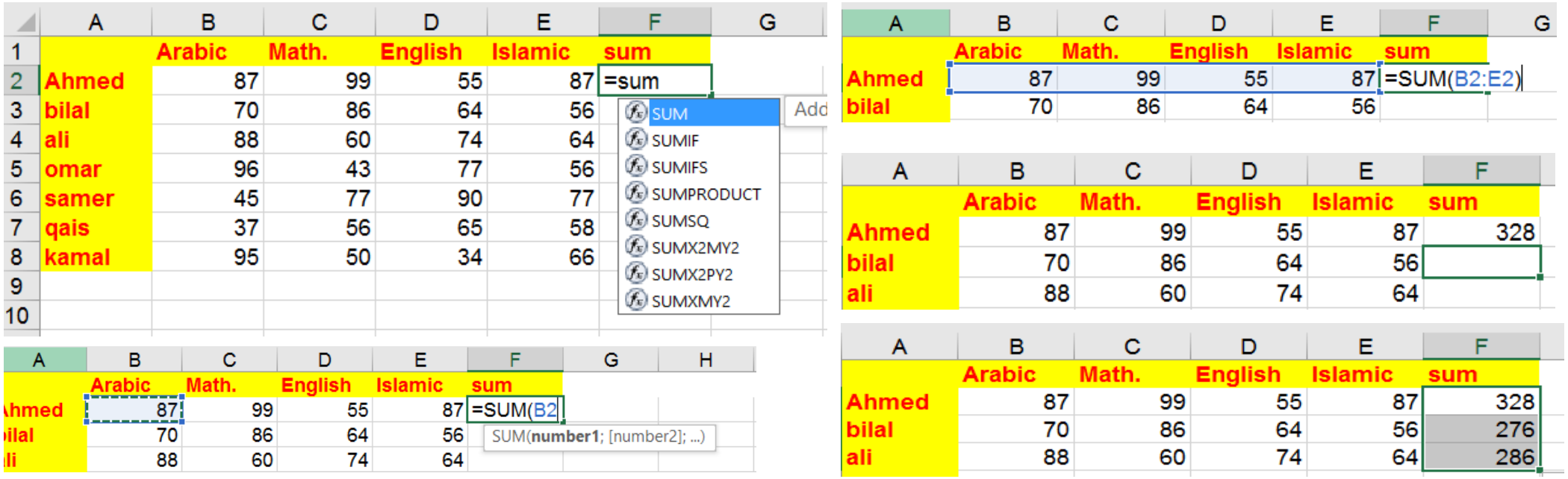
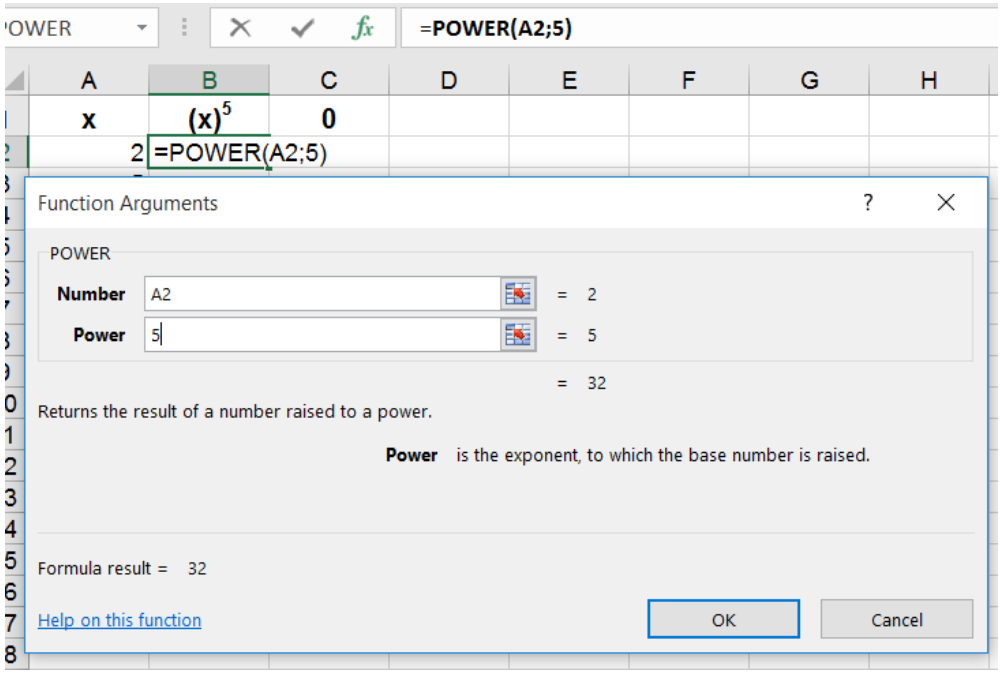


Figure (16)

- In this example the function **POWER** are applied to the Argument in column (A) to calculate the value of (X) raised to the power (5).
- In formula bar we typed the function Power and entered the Function Arguments **Number (A2)** and **Power (5)** and click OK.
- Then the function has been applied to the rest by dragging the corner of the rectangular down to the rest of the column (B).



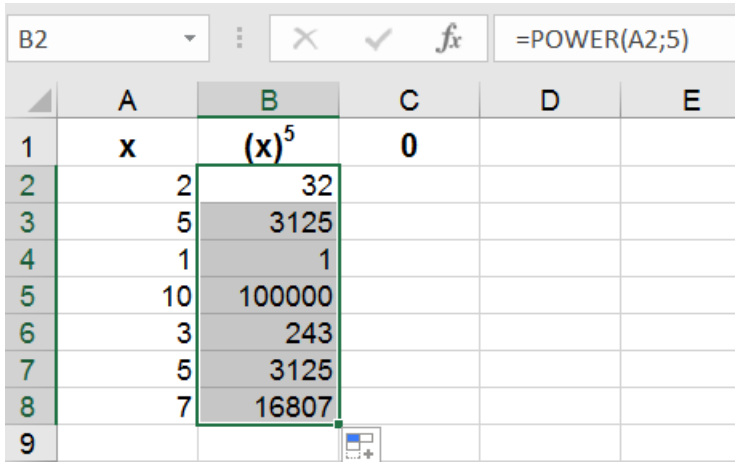
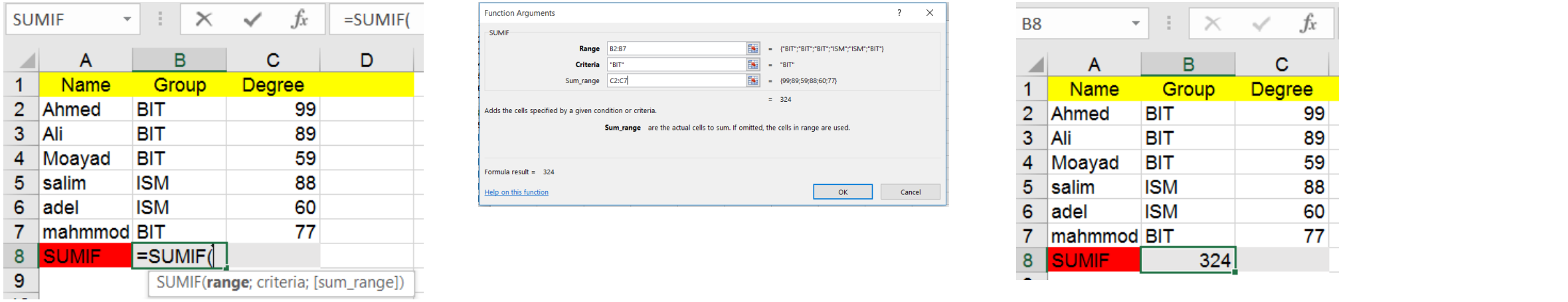


Figure (17)

In this example the function **SUMIF** are applied to the Arguments in column (B) and (C). where the cells in column B represent the **Range** Argument and column C the **Sum_range** Argument of **SUMIF** function, and the Criteria for the **SUMIF** function here is (BIT), that means the function will add only the Degrees of the students in group (BIT)



	A	B	C	D
1	Name	Group	Degree	
2	Ahmed	BIT	99	
3	Ali	BIT	89	
4	Moayad	BIT	59	
5	salim	ISM	88	
6	adel	ISM	60	
7	mahmmod	BIT	77	
8	SUMIF	=SUMIF(		
9				

SUMIF(**range**; criteria; [sum_range])

	A	B	C
1	Name	Group	Degree
2	Ahmed	BIT	99
3	Ali	BIT	89
4	Moayad	BIT	59
5	salim	ISM	88
6	adel	ISM	60
7	mahmmod	BIT	77
8	SUMIF	324	

Figure (18)

The End