**Excel Function Worksheet 2 – part 1**

For this exercise you will be researching common **Lookup, Reference, Math, and Trig Functions** in Excel. Complete the table below as follows:

* + Complete the “Personal example” column by entering a description of when/how you would use that function. Use non-technical language to **demonstrate understanding, not just what you found online**.

*An example is provided for =TODAY below.*

* + Provide the source of your information (past experience, the name of a book, a specific website, google search (list the actual site that answered your question), youtube video or series of videos, etc.). Give the full specific URL, not the general website URL for each function.

Attach your completed document using the link in Blackboard before the deadline on the syllabus.

**This is the resource for you to use on your upcoming exam so make sure it is correct.**

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| --- | --- | --- |
| **Function** | **Personal example (I would use this to…)**  DO NOT RESTATE THE DEFINITION. | **Source of information** |
| =TODAY | **Good answer:** I would use this function in a worksheet that is printed daily so it would automatically display the current/print date in cell A1.  **Restating the definition (bad answer/points deducted):** I would use this function to return the current system date | **Good answer:** <https://exceljet.net/excel-functions/excel-today-function>  **Incomplete answer:** Exceljet.net |

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| --- | --- | --- |
| **Function** | **What does it do/when would it be used?** | **Source of information** |
| |  | | --- | | =HLOOKUP | | I would use this function to retrieve data from a row in a table where the values appear on the first row, moving to the right. | <https://exceljet.net/excel-functions/excel-hlookup-function> |
| =INDEX | I would use this function to pick out a cell in a given specified range. This can be helpful when you have a big range and know the location of the data you need. | I have used this function before in high school. |
| =LOOKUP | I would use this function if I had a range of grades in one column or row and needed pick out a certain value. | I have used this function in the past as a replacement to the IF function. |
| =MATCH | I would use this function if I had a list of vehicle models and I needed to find the lookup value of a certain vehicle. | <https://exceljet.net/excel-functions/excel-match-function> |
| =VLOOKUP | I would use this function if I had a list of student information stored in columns and I needed to find a piece of that information. If I had the students ID number I could lookup that and then pick their grade. | <https://exceljet.net/excel-functions/excel-vlookup-function>  I used this function in my high school accounting class but also did a little research for clarification. |
| =ABS | I would use this function when computing percent variance since you can get a negative value, but you want an absolute value. | <https://exceljet.net/excel-functions/excel-abs-function> |
| =RAND | I would use this function if I wanted to randomly assign people into groups of a certain size. | <https://support.office.com/en-us/article/rand-function-4cbfa695-8869-4788-8d90-021ea9f5be73> |
| =RANDBETWEEN | I would use this function if I had an upper and lower score and wanted to generate a random number that is in between the two. | <https://exceljet.net/excel-functions/excel-randbetween-function> |
| =ROUND | I would use this function if I had a certain amount of money and wanted to round to the nearest dollar. | I used this function in accounting when I had a value that was ½ a cent. |
| =ROUNDDOWN | I would use this function if I had the number of parts made, but only needed to could the full parts. | <https://exceljet.net/excel-functions/excel-rounddown-function> |
| =ROUNDUP | I would use this function if I had dollar values and only wanted to round up to the higher value. | <https://exceljet.net/excel-functions/excel-roundup-function> |
| =SUBTOTAL | I would use this function if I wanted to sum the visible rows in a shopping list. | <https://support.office.com/en-us/article/subtotal-function-7b027003-f060-4ade-9040-e478765b9939> |
| =SUM | I would use this function if I had a list of transactions and I wanted to add them all. | I have used this function several times in my other classes. |
| =SUMIF | I would use this function if I had a list of transactions and wanted to add the values after a specific date. | <https://exceljet.net/excel-functions/excel-sumif-function> |
| =SUMIFS | I would use this function if I wanted to add values that after a certain date and at a certain location. | <https://exceljet.net/excel-functions/excel-sumifs-function> |

**Excel Function Worksheet 2 – part 2**

Create and submit a workbook (may have multiple sheets) that uses **at least 12 different functions** listed on this part 1 worksheet. The information must be related in some way, not just random functions placed in cells. The workbook needs a “theme” and focus area as well as formatting appropriate for a business spreadsheet. You may use any of the examples below or create your own:

* Real estate transaction worksheet
* Company sales team worksheet
* Company product inventory worksheet

The worksheet must have:

A main title that clearly describes the overall purpose of the worksheet

Column headings/row descriptions where appropriate

Please add color shading to each cell that contains one of the required functions.