**Excel**

**RANDBETWEEN(Bottom, Top):** Bottom:- Lowest Number, Top:- Highest Number.

1.1) **=Rand():** To create a random number between 0 and 1.

**Ex:** =Rand() 🡪 0, 3, 3

1.2) **=RANDBETWEEN(bottom, top):** Bottom:- Lowest Number, Top:- Highest Number.

**Ex:** =RANDBETWEEN(Bottom, Top) 🡪 (0,100), (10,100)

To create a random numbers according to user arguments (number between lowest number and highest number)

HOW TO REMOVE THE "**BACKGROUND FORMULA**"

Mathematical Functions

1. Sum: It is used to add the values.

a. Syntax: =sum(num1,num2………………………….)

2. Count: It counts only numerical data.

a. Syntax: =Count(value1, value2 ………………….)

i. Ex: =Count(1, 2, 4) Ans: 3

b. Syntax: =CountA(value1, value2 ………………..)

i. Ex: =CountA(Rohan, smith, death) Ans: 3

3. Min: It displays Max value.

a. Syntax: =Min(value1, value2 ……………………….)

4. Max: It displays

Selection of data:

1. Single Cell Selection:

a. Shift +

b. Shift +

c. Shift +

d. Shift +

2. Multiple Cell Selection:

a. Shit + Ctrl +

b. Shift + Ctrl +

c. Shift + Ctrl +

d. Shift + Ctrl +

**cell referencing:-**

**Sum if:-**

Summation based on condition .

Syntax:-

=SUMif[

**Assignment**

1. Find the total profit of chairs
2. Find the average profit of south region
3. How many orders were shifted to New York city
4. Find the total profit of technology in south region
5. Find an average sales value of tables in east region
6. How many orders were shifted to Florida using first class mode

**Date and time functions:-**

Date, month, year, day, days, text, today, now, edate, emonth ..

**DATE FUNCTION: =date()**

It converts number into a proper date format.

**Syntax:**

Date[year, month, date].

Date[2004,10,12].

12-10-2004

**DAY FUNCTION:** It use to extract the day from date format.

**Syntax:**

=Day[serial number]

Day[“12-10-2004”]

12.

**MONTH FUNCTION:** It extract month from the date format.

**Syntax:**

=month[serial number]

Month[“12-10-2004”]

10.

**YEAR FUNCTION:** Year function extract the year from the date format.

**Syntax:**

=year[serial number]

Year[“12-10-2004”]

2004.

**DAYS FUNCTION:** It is used to find the difference between 2 dates.

**Syntax:**

=days[end date, start date]

Days[“today (), “12-10-2004”]

**TODAY FUNCTION:** It gives you the current date.

**Syntax:**

=Today()

**NOW FUNCTION:** It gives you both the current date and time according to your system.

**Syntax:**

=Now()

**TEXT FUNCTION:**

**Syntax:**

=text(value, format text)

“12-10-2004”

D-12

dd-12

ddd- Tue

dddd -Tuesday

m-10

mm-10

mmm-oct

mmmm-October.

y/yy-04

yyy/yyyy-2004.

**EDATE:** It returns the serial number of the date, that is indicated number of months before or after started.

**Syntax:** =EDATE(start-date, months)

=EDATE(’03-05-1998’,0) 🡪 03-05-1998

=EDATE(’03-05-1998’,1) 🡪 03-06-1998

=EDATE(’03-05-1998’,2) 🡪 03-08-1998

**EMONTH:** It returns the serial number of the last day of the month before or after specified number of months.

**Syntax:** =EMONTH(start-date, months)

**=**EDATE(’30-05-1998’,0) 🡪 31-05-1998

**TEXT FUNCTION**:

* Lower, Upper, Right, Left, Trim, Mid, Length, Concatenate, Proper, Find, Search, Substitute, Replace.

1. **Lower:** It converts the text into lower case.

**Syntax:** =Lower(TEXT)

**Ex:** “SHAM” 🡪 =LOWER(“SHAM”) 🡪 “sham”

**Note :** TEXT data should be provided in double quotes.

Numerical data cannot be provided in double quotes.

1. **Upper:** It converts the text data into upper case.

**Syntax:** =Upper(TEXT)

**EX:** “sham” 🡪 =Upper(“sham”) 🡪 “SHAM”

1. **Trim:** It removes the extra spaces from the text.

**Syntax:** =trim(text)

**EX:** \_\_\_\_Sham\_\_\_\_Kumar 🡪 =trim(‘\_\_\_\_Sham\_\_\_Kumar’) 🡪 Sham Kumar

1. **Proper:** It converts the data or a text into the proper case.

**Syntax:** =proper(text)

**EX:**

https://d.docs.live.net/BC34D253A6C11C89/Documents/Excel.docx