

DATE	First name	Last name	#REPORTS	#STAT	#CHARACTER	pay XYZ Company	paid to Joe Company	charge to sci	AVERAGE	COUNT	COUNTA	CONCATENATE	IF (for letter)	IF(for number)	COUNTIF
7/2/18	Joe	FECHNER	33	12	40172	66.438307692	65.561692308	132	22.5						5
7/3/18	Joe	FECHNE	26	8	25278	41.8059230769231	62.1940769230769	104	17						
7/4/18	Albert	TRAN	0		0	0	0	0	0						
7/5/18	Albert	TRAN	31	0	41471	68.5866538461538	55.4133461538462	124	15.5						
7/6/18		FECHNER	21	1	27301	45.1516538461538	38.8483461538462	84	11						
7/9/18	albert	TRAN	34	5	47686		136	136	19.5	7		albert,TRAN			
7/10/18		TRAN	24	2	31061	51.3701153846154	44.6298846153846	96	13		9		CORRECT		
7/11/18		ONG	25	3	21564	35.6635384615385	64.3364615384615	100	14				Wrong		
7/12/18	albert	TRAN	27	1	27341	45.2178076923077	62.7821923076923	108	14	8				Good Job	
7/13/18		PATTERALI	14	2	22112	36.5698461538462	19.4301538461538	56	8		9			Work Harder	
7/16/18		TRAN	34	4	38683	63.9757307692308	72.0242692307692	136	19						
7/17/18		TRAN	25	6	28929	47.8441153846154	52.1558846153846	100	15.5						
7/18/18		ONG	51	1	34099	56.3945	147.6055	204	26						
7/19/18		TRAN	38	18	63874	105.637769230769	46.362230769231	152	28						
7/20/18		TRAN	27	3	33159	54.8398846153846	53.1601153846154	108	15						
7/23/18		TRAN	17	4	20229	33.4556538461538	34.5443461538462	68	10.5						
7/24/18		PAN	22	1	21453	35.4799615384615	52.5200384615385	88	11.5						
7/25/18		FECHNER	31	2	45977	76.0388846153846	47.9611153846154	124	16.5						
7/26/18		PAN	30	5	36568	60.4778461538462	59.5221538461538	120	17.5						
7/27/18		FECHNER	32	5	41096	67.9664615384615	60.0335384615385	128	18.5						
7/30/18		FECHNER	0	0	0	0	0	0	0						
7/31/18		TRAN	0	3	0	0	0	0	1.5						
TOTAL			542	86	648053	992.914653846	1175.085346154	2168							
						pay to: XYZ Company	pay to Joe Company								
						992.91	\$1,175.09								
Basic Excel Functions															
How to freeze top row, "VIEW"-->Freeze Panes-->Freeze top Row															
how to add border outline : select the range of cells you want to add border outline then, Ctrl-->Shift-->&															
copy(ctrl c) paste(ctrl V),Undo(ctrl z),															
when copying a selected range and want to paste in different section and keeping the same column width(right click, Paste special-->Keep source column width															
to duplicate a set of range. Ex (9,19,29,...) .Select range 9-29 and then grab right green marker and drag down.															
to go second line within a cell . Use alt-->enter where you want to split.															
2)sum function															
3) Average function															
4)Count function. Notice text and empty cell are not counted.Only Counts cells containing numbers															
5)CountA function. Counts range of cells that are not empty															
6)CONCATENATE															
7)IF															
8) Countif															
9) sumif (is used to count the number of reports by Tran(C5) on a given range). IF Changed to C3, then you get Fechner)															
LAB work															
1) Sum Column D3 Through D28. Repeat this for Column E through I															
2) Do the AVERAGE for Row D3 through E3. Repeat this for D4 through E4,..., D28 through E28															
3) use COUNT for Rows A9 through J9, and explain how Excel returned 7															
4) use COUNTA for Rows A10 through K10, and explain why Excel returned 9															
5) use COUNT for Rows A12 through J12, and explain how Excel returned 8															
6) use COUNTA for Rows A13 through K13, and explain why Excel returned 9															
7) use CONCATANATE for B9 and C9 so you get albert,TRAN as final answer															
8) Use IF to C10 cell such that final answer excel returns is correct															
9) Use IF to C11 cell such that final answer excel returns is Wrong															
10) Use IF to I12 cell such that final answer excel returns is Good Job															
11) Use IF to I13 cell such that final answer excel returns is Work Harder															
12) use COUNTIF for Column C3 Through C28 to count for number of times that FECHNER has been used															

1) Assume You have the following sales for 4 regions in USA and their corresponding sales for each region. Make Pi chart.(choose a design that shows % on chart. Label chart as "SALES PER REGION"
North(\$300) , South(\$800), East (\$500) and West(\$100).

