Lecture four: Excel functions

This lesson is to complete the explanation of the previous lesson on Excel functions.

6. (if) function

=if(logical test;value if true;value if false)

It is used to know a specific result according to a specific condition. For example, if we want to write the result of the successful and failing students according to their grades, then we use the if function.

7. (sum if) function

=sumif(range;criteria;sum range)

This function is used to know the number of a set of values contained within the excel sheet in terms of a condition. For example, if we have a set of data on the balance of a store and we want to collect the balance of one commodity, we use that function to select for us the balances of that product.

8. function (sumifs)

=sumifs(sum range;criteria rang1;criteria range1…)

It uses the same usage for the function before it, but the difference between them is that the sum ifs function is used to know a result with more than one condition.

9. (vlookup) function

=vlook up(**lookup_value;table array;col_index number;rangelookup**)

This function is considered one of the search functions in Excel and is used to know a result depending on the data in another excel sheet. The most important and most used Excel functions.

10. (Or / And) function

The two functions are used when searching for data with one or more conditions, and they are usually combined with other functions. For example, if we want to know the sales of two different months throughout the year for a specific representative, then we use these functions.

11. (find/ search) function

Both functions are used to search for a specific text or character among a group of cells, and the difference between them is that the search function is more accurate than the find function in getting results.

12. (count) function

This function is used to know the number of cells that contain data and not to sum the values inside those cells. If we write an equation to count a number of cells, the function will collect for you the number of cells and not the numbers inside each cell.

13. (count if) function

This function is similar to the count function in knowing the number of cells that contain a set of values or texts, but the difference here is that several conditions can be added to them to collect those cells.