

# Excel Functions – Recitation 12

Function: predetermined formula in Excel. They are already written, so to use them, begin with an “=” followed by the function’s name and its arguments.

- 1) Download “Example2.xlsx”
- 2) Fill in the following information:
  - a. \_\_\_\_\_’s Flower Shop
  - b. Date: use the Today() function
- 3) Compute Sales Tax, Gross Income, Net Income, and Need to Reorder columns
  - a. Need to Reorder: =if(D5<20, “Yes”, “No”)
  - b. Remember the difference between relative and absolute formatting:
    - i. Relative: cell references that adjust and change when copied or when using AutoFill
    - ii. Absolute: cell reference that remains the same when copied or when using AutoFill. Dollar signs are used to hold a column and/or row reference constant
  - c. Copy formulas with autofill
- 4) Use the Round() function to round the Sales Tax to 2 decimal places
  - a. Round(number, num\_of\_digits\_to\_right\_of\_decimal\_point)
    - i. Positive: rounds to the right of decimal
    - ii. Negative: rounds to the left of decimal
  - b. Try rounding to the nearest 2 decimal points
  - c. Try rounding to the nearest 1 decimal point
- 5) Round Net Income by applying Currency formatting
- 6) Apply Currency formatting where appropriate. Apply Percentage formatting to Tax Rate.
- 7) Fill in column totals using SUM()
  - a. For the Need to Reorder column total: use Countif() function to count if “Yes”
  - b. =Countif(E5:E14, “Yes”)
- 8) Fill in Median, Min, and Max cells using the appropriate functions
- 9) Fill in number of items with values, text, etc.
  - a. Counta(range): counts cells with alphanumeric values (alphanumeric: any value)
  - b. Count(range): counts cells with a numerical value

- c. Countif(range, criteria): counts a cell in the range if it fulfills the criteria
  - i. Countif(range,"\*"): counts cells with text only

10) Set Landscape mode: use Page Setup (Page Layout tab)

11) Switch to Gradebook worksheet

- a. Use VLookup to fill in the letter grade and comment columns
- b. VLookup(value to lookup, range of lookup table, column with data to return, true for range match or false for exact match)
- c. Grade column: =VLookup(...,Grades!\$A\$4:\$B\$8, 2, true)
- d. REMEMBER TO USE ABSOLUTE REFERENCING!
- e. Try VLookup on the Comments column

12) Fill in the Average, Median, Min, and Max cells

13) Merge first two nodes in Grades and use Word Wrap on last comment as instructed on the sheet

14) Add borders around notes (fonts)

15) Set Landscape mode: use Page Setup (Page Layout tab)

16) Conditional Formatting

- a. Gradebook
  - i. If grades 0-64: red, 65-80: yellow, >80: green
- b. Flowershop
  - i. If reorder = "yes": red

17) Sorting

- a. Sort Flowershop in descending by Net Income
- b. Sort Gradebook by highest Grade