

Function

Max Function: -

The max function returns the largest value in the argument list.

The syntax is:

=max(cell1,cell2,...)

Ex-

=max(F4:F8)

Count Function: -

The Count function is used to count the number of items in a group of cells.

The syntax is: -

=count(value1,value2,value3)

Ex-

=count(b2:b8)

Countblank Function: -

COUNTBLANK is similar to count, but it is used to count all of the blank cells within a Specific cell range.

The Syntax is:

=countblank(range)

Ex-

=if(countblank(b4:b9)=1,"No enrolments for 1 course","All courses enrolled")

Date and Time Function: -

Excel provides two functions enabling you to return the current data and time- Now and Today.

Now Function:-

The now function can be used to fill a cell with both the date and time at a particular moment.

The Syntax is: -

=now()

Today Function:-

The Today function is similar to the NOW Function.

The Syntax is:

=today()

Year, Month and Day function:-

The Syntax is:

=year(serial_number)

=month(serial_number)

=day(serial_number)

Ex-

The year is =year(today())

The month is =month(today())

The day is =day(today())

Hour, Minute and Second Function: -

The Syntax is:

=hour(serial_number)

=minute(serial_number)

=second(serial_number)

Ex-

The hour is =hour(now())

The minute is =minute(now())

The second is =second(now())

Logical Function:-

If function: -

The if function is used to evaluate a condition and to perform one of two operation, Depending on whether the condition evaluated to TRUE and FALSE.

The Syntax is:

=if(logical_test, value_if_true, value_if_false)

Example:-

Sona 55 65 81 =if(sum(b2:d2)>120,"Pssed","Failed")

AND, OR and NOT: -

Pass	Fail	=if(and(a2="Pass",b2="Pass"), "Selected","Rejected")
Fail	Pass	
Pass	Pass	
Fail	Fail	

Pass	Fail	=if(or(a2="Pass",b2="Pass"), "Rejected","Selected")
Fail	Pass	
Pass	Pass	
Fail	Fail	

PenRed	=if(not(b2="Red"),"Buy","Reject")	
Pencil		Green
Box		Red
Chalk		Blue