

## 1) BASIC PAYROLL / ARITHMETIC FORMULAS

Purpose	Formula
DA = 75% of Basic Pay	=D5*75%
HRA = 10% of Basic Pay	=D5*10%
EARNING = Basic + DA + HRA	=D5+E5+F5
DEDUCTION = LIC + TAX + LOAN	=H5+I5+J5
GP = EARNING – DEDUCTION	=G5-K5

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## 2) LOGICAL FUNCTION (IF)

Purpose	Formula
High / Medium / Low based on GP	=IF(L6>50000,"High",IF(L6>=35000,"Medium","Low"))

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## 3) STATISTICAL FUNCTIONS

Function	Formula
SUM	=SUM(L6:L7)
AVERAGE	=AVERAGE(L6:L7)
MIN	=MIN(L6:L7)
MAX	=MAX(L6:L7)
MEDIAN	=MEDIAN(L6:L7)
LARGE (2nd largest)	=LARGE(L6:L7,2)
SMALL (2nd smallest)	=SMALL(L6:L7,2)

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## 4) ROUNDING FUNCTIONS

Function	Formula
ROUND	=ROUND(L6,0)
ROUNDUP	=ROUNDUP(L6,0)
ROUNDDOWN	=ROUNDDOWN(L6,0)

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## 5) COUNT FUNCTIONS

Purpose	Formula
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Count blank cells	=COUNTBLANK(C37:F40)
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Count non-empty cells	=COUNTA(C37:F40)
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Count numeric cells only	=COUNT(C37:F40)
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## 6) LOOKUP FUNCTIONS (VLOOKUP)

Purpose	Formula
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Vineeta's Maths score	=VLOOKUP("VINEETA",C19:E22,2,FALSE)
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Aneesha's Science score	=VLOOKUP("ANEESHA",C19:E22,3,FALSE)
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## 7) HLOOKUP

Purpose	Formula
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Name who scored 95 in Science	=HLOOKUP(95,C24:F25,2,FALSE)
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## 8) INDEX

Purpose	Formula
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Value at row 3, column 2	=INDEX(C19:E22,3,2)
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## 9) MATCH

Purpose	Formula
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Position of "VINEETA"	=MATCH("VINEETA",C19:C22,0)
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## 10) INDEX + MATCH (ADVANCED)

Purpose	Formula
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Vineeta's Science score	=INDEX(E19:E22,MATCH("VINEETA",C19:C22,0))
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## 11) DATE FUNCTIONS

Purpose	Formula
Today's date	=TODAY()
Current date & time	=NOW()
Day from date	=DAY(B2)
Month number	=MONTH(B2)
Month name (bonus)	=TEXT(B2,"MMMM")
Year from date	=YEAR(B2)
Date difference in years	=DATEDIF(B2,B3,"Y")
Date difference in months	=DATEDIF(B2,B3,"M")
Date difference in days	=DATEDIF(B2,B3,"D")

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## 12) TEXT (STRING) FUNCTIONS

Purpose	Formula
Remove extra spaces	=TRIM(A2)
Capitalize first letters	=PROPER(A2)
Convert to UPPER case	=UPPER(A2&" "&B2)
Convert to LOWER case	=LOWER(A2&" "&B2)
Join text (CONCAT)	=CONCAT(A2," ",B2)
Join text (TEXTJOIN)	=TEXTJOIN(" ",TRUE,A2,B2)

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## FINAL EXAM-READY SUMMARY

### Category Functions Covered

Arithmetic + – × %

Logical IF

Statistical SUM, AVERAGE, MIN, MAX, MEDIAN, LARGE, SMALL

Rounding ROUND, ROUNDUP, ROUNDDOWN

Counting COUNT, COUNTA, COUNTBLANK

Category	Functions Covered
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Lookup	VLOOKUP, HLOOKUP
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Indexing	INDEX, MATCH
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Date	TODAY, NOW, DAY, MONTH, YEAR, DATEDIF
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Text	TRIM, PROPER, UPPER, LOWER, CONCAT, TEXTJOIN
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