Welcome to
INTERNSHIP STUDIO

Module 01 | Lesson 04
Introduction to Excel

Useful Functions in Excel

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VLOOKUP

- VLOOKUP is used to search for a value in the leftmost column of a table.

- It returns a corresponding value from a specified column in that table.

MAX

- MAX function finds the maximum value in a range of cells.

- It is commonly used to identify the highest value in a dataset.

MIN

- MIN function finds the minimum value in a range of cells.

- It is commonly used to identify the lowest value in a dataset.

COUNTIF

- COUNTIF function counts the number of cells in a range that meet a specific condition.

- It is useful for counting occurrences of a particular value or satisfying specific criteria.

SUMIF

- SUMIF function adds the cells in a range that meet a specific condition.

- It is used to sum values based on a given criteria or condition.

IFERROR

- IFERROR function checks if a formula generates an error and returns a specified value if it does.

- It helps handle errors in formulas and provides an alternative result or error message.

INDEX

- INDEX function returns a value from a specified position in a range.

- It allows you to retrieve data from a specific row or column in a table.

MATCH

- MATCH function searches for a specified value in a range and returns its relative position.

- It is often used in combination with INDEX to retrieve data based on a matching value.

ROUND

- ROUND function rounds a number to a specified number of decimal places.

- It is helpful for formatting numerical values to a desired precision.

TODAY

- TODAY function returns the current date.

- It is useful for tracking dates or calculating time differences.

SUMMARY

You got this

- These useful functions in Excel provide powerful capabilities for data analysis and manipulation.

- By utilizing functions like VLOOKUP, MAX, MIN, COUNTIF, SUMIF, IFERROR, INDEX, MATCH, ROUND, and TODAY, you can perform various calculations and retrieve specific information.

- Explore these functions further and experiment with different scenarios to enhance your data analysis skills in Excel.

Next session

Live Practice

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