1. Excel is a program to record, analyze and present data arranged in the form of a spreadsheet.

Xurrency vs accounting:-

Date Functions:-

1. Now:- This displays the date and time at present
2. Today:- it will show today’s date, we can format this
3. Day:- It returns the number of the day in that month 1-31
4. Month:- It will show number the month is like 1-12
5. Year:- It will show the present year.
6. Workday():- it will start\_date,end\_date,holidays.
7. Days():- this takes the end date and start date and counts the number of days.
8. NetworkDays:-

Functions:-

Wave1:- sum,count,min,max,average.

Round(number,num\_digits):- it will give the num\_digits after the decimal

Trunc(number,num\_digits):-

Abs(number) :- removes the negative sign.

Wave2:-

Small:- it returns the kth smallest number in the dataset

=small(range,kth\_smallest\_number\_you\_want)

To get the array of small numbers in a range use this:-

Small(A1:A5,{1,2,3,4,5}):- this will return the 1st lowest to 5th lowest number.

Min vs SMALL

Min(A1:A5,2) will return 2 because it will compare the min of A1:A5 with 2

Small(A1:A5,2) this will return 2nd smallest number between the A1:A5

Large:- it returns the kth largest number in the dataset

=large(range,kth\_largest\_number\_you\_want)

MAX vs LARGE

Max(A1:A5,100) between A1:a5 and compares with 100 and returns the bigger number

large(A1:A5,2) this will return 2nd largest number between the A1:A5

wave3:- logic functions

AND():- take multiple values condition true returns 1 if true and viceversa

OR():- take multiple values condition true returns 1 if true and viceversa

XOR:- Function returns true if the number of true arguments is odd, and returns  
false if the number of true argument is even or all of the arguments are false

Not:- takes a value and change the sign of it.

Excel functions part 2:-

DSUM(database,field,criteria)

Database:- it is the range of the varibales

Field:- which column that will be summed.

Criteria:-

Sumif(range,criteria,what you want)

Range should be the column in which the criteria is present in.

Lookup functions:-

1. Lookup:-

Lookup(lookup\_value,lookup\_vector,[Results\_vector])

Lookup\_value is what value do you want to lookup.

Lookup\_vector, you select the column of the lookup\_value.

Results\_vector, if the value is found then what is the ouput that you want.

>>>When doing lookup do the sorting first if not the answers we are not always right.

1. Vlookup:-

Vlookup(lookup\_value,table\_array,col\_index\_num,[range\_lookup])

The vlookup looks only to the right of the search column only.

Table\_array:- it is the whole entire database.

1. Hlookup:- The only difference is the we use the row number instead of column number.

See hlookup again.

1. Xlookup:-

xlookup(lookup\_value,lookup\_array,return\_array,[if not found],[match\_mode],[search\_mode])

Index and match functions:-

1. Index():- returns a value in a columns
2. Match():- returns a number which is the location of variable in a row or a column.

Index(array,row\_num,[col\_num])

Match(lookup\_value,array,[match\_mode])

Filter(array,include,[if empty])

Dropdown menu,filter function,charts