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.