LEVERIFY

Excel : Functions and Formulas

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What will we learn Today?

We will view the following Functions today:

- Count and Sum
- Logical
- Cell References
- Date and Time
- Text

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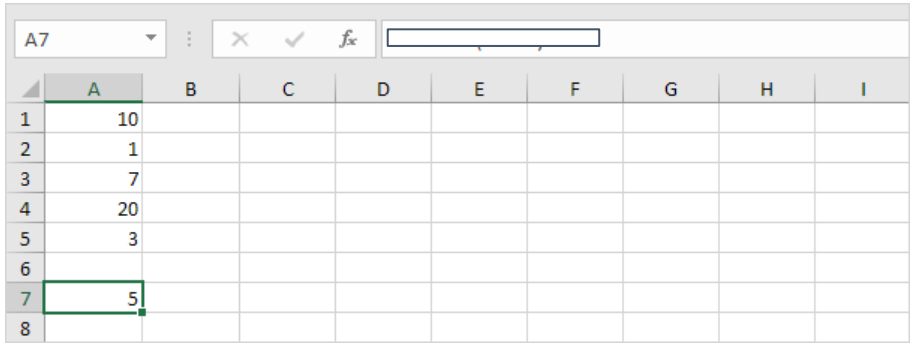
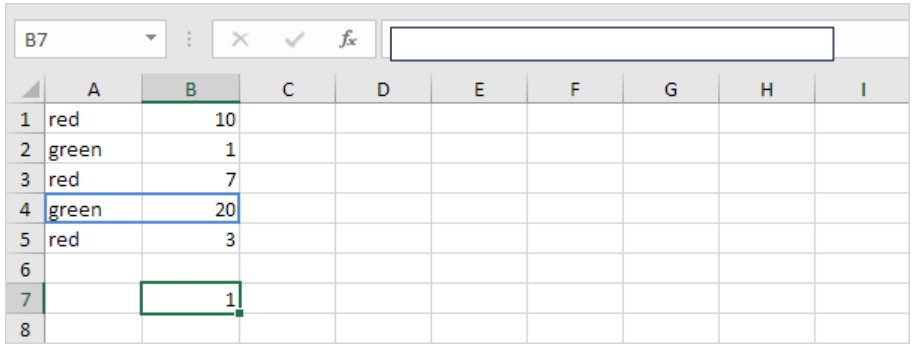
Problem Statement

Count the number of cells that contain numbers.



Count green with greater than 9



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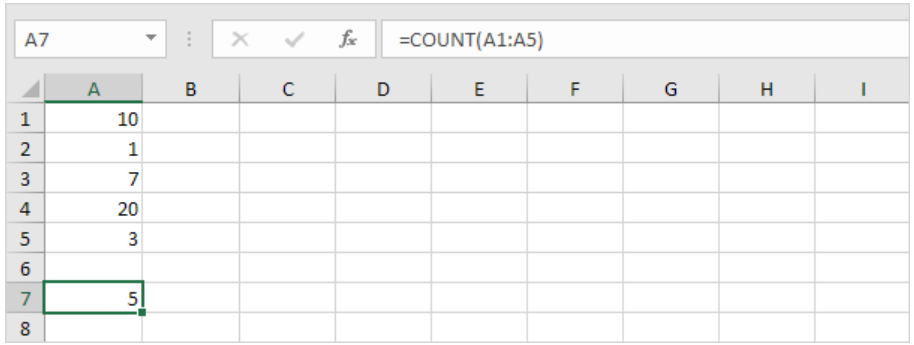
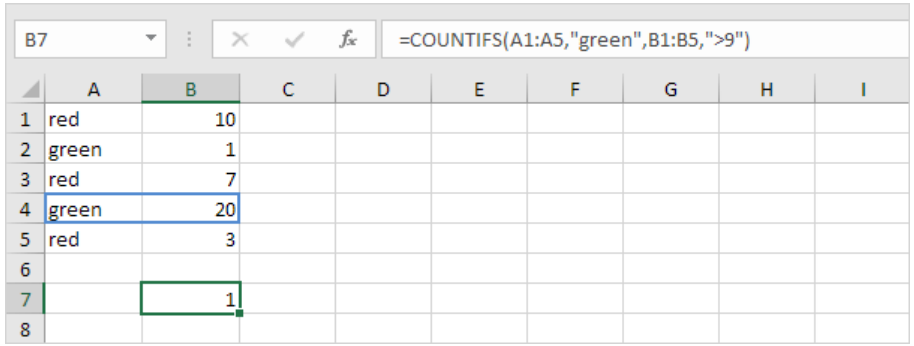
Let The Countdown begun

To count the number of cells that contain numbers,use the COUNT function



To count cells based on one criteria,use the following COUNTIF function



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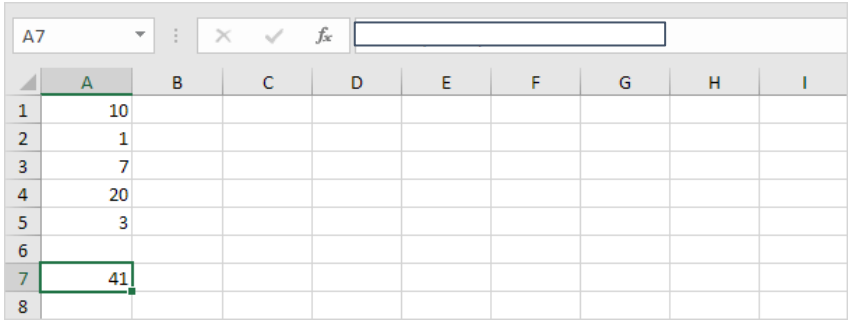
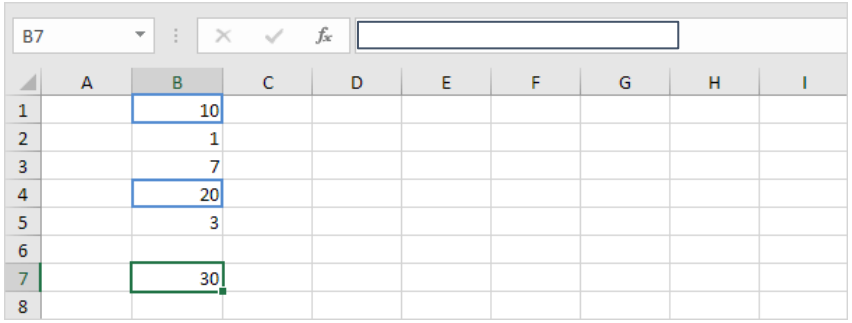
Problem Statement

Sum all the numbers in the column



Sum all the numbers greater than 9



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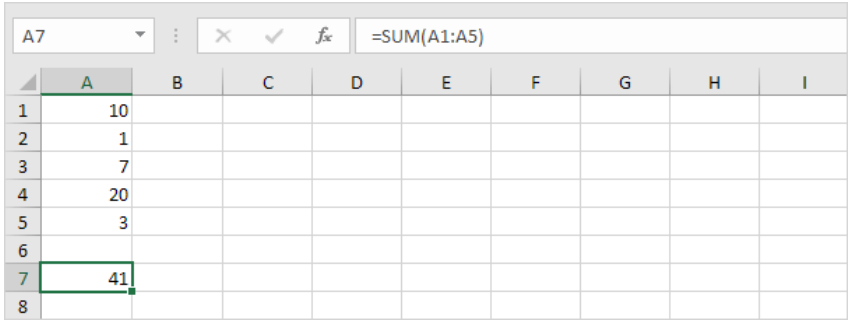
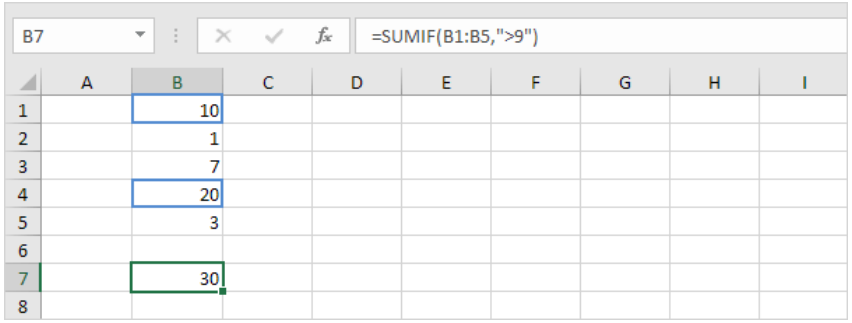
3 +1 = 4

To sum a range of cells, use the SUM function



To sum cells based on one criteria, use the following SUMIF function



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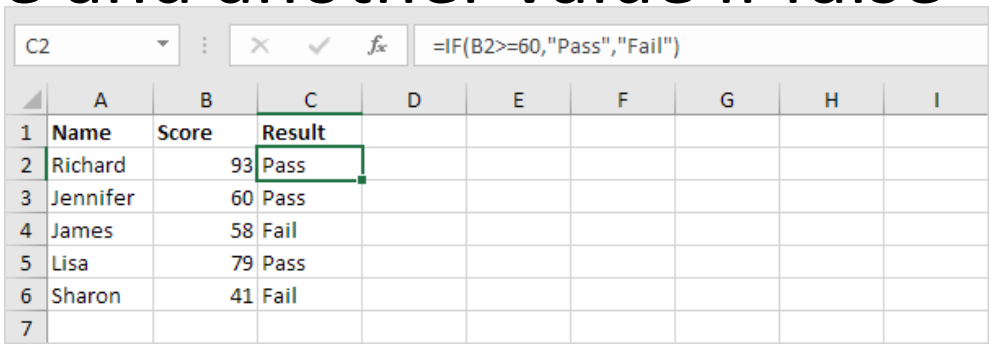
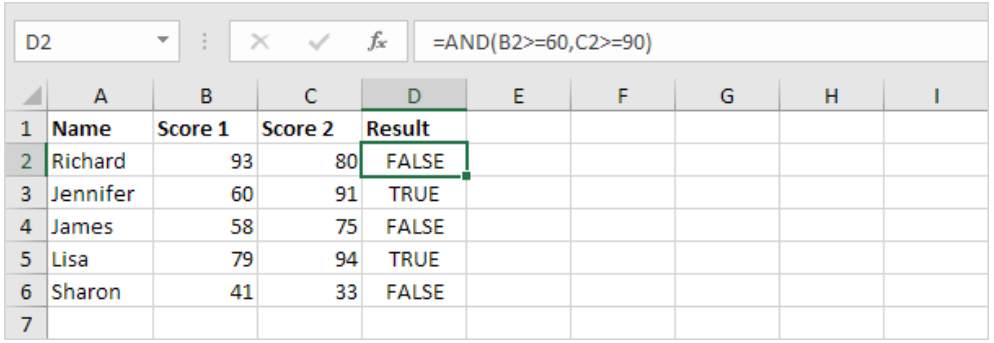
Let’s be logical

The IF function checks whether a condition is met, and returns one value if true and another value if false



	A	B	C	D	E	F	G	H	I
1	**Name**	**Score**	**Result**						
2	Richard	93	Pass						
3	Jennifer	60	Pass						
4	James	58	Fail						
5	Lisa	79	Pass						
6	Sharon	41	Fail						
7									

The AND Function returns TRUE if all conditions are true and returns FALSE if any of the conditions are false



	A	B	C	D	E	F	G	H	I
1	**Name**	**Score 1**	**Score 2**	**Result**					
2	Richard	93	80	FALSE					
3	Jennifer	60	91	TRUE					
4	James	58	75	FALSE					
5	Lisa	79	94	TRUE					
6	Sharon	41	33	FALSE					
7									

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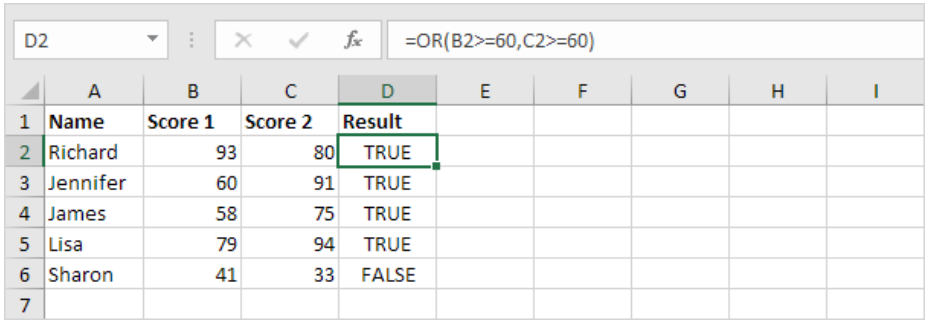
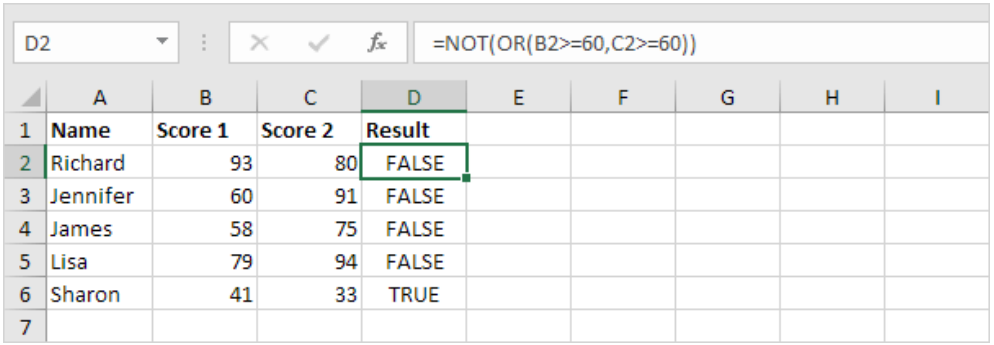
Let’s be logical

The OR function returns TRUE if any of the conditions are TRUE and returns FALSE if all conditions are false



	A	B	C	D	E	F	G	H	I
1	**Name**	**Score 1**	**Score 2**	**Result**					
2	Richard	93	80	TRUE					
3	Jennifer	60	91	TRUE					
4	James	58	75	TRUE					
5	Lisa	79	94	TRUE					
6	Sharon	41	33	FALSE					
7									

The NOT function changes TRUE to FALSE, and FALSE to TRUE



	A	B	C	D	E	F	G	H	I
1	**Name**	**Score 1**	**Score 2**	**Result**					
2	Richard	93	80	FALSE					
3	Jennifer	60	91	FALSE					
4	James	58	75	FALSE					
5	Lisa	79	94	FALSE					
6	Sharon	41	33	TRUE					
7									

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Let’s test our learning

In exercise sheet, doing the following

1. Sum and count the prices less than 500
2. Check the status for “canceled” or “order-refund”

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Any Questions

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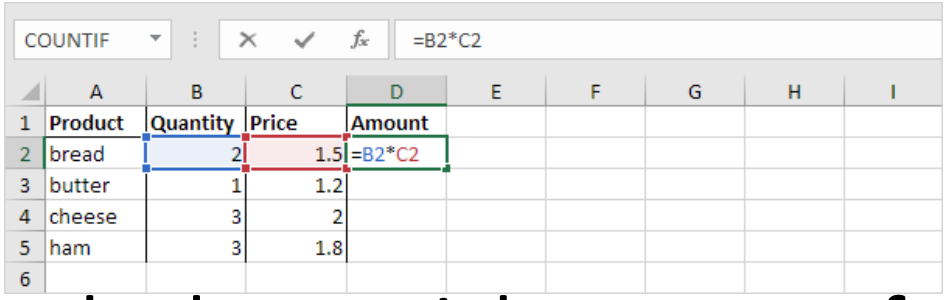
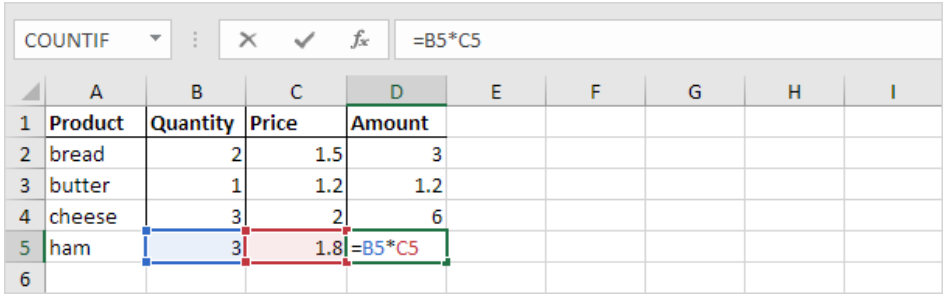
For Your Reference

By default, Excel uses relative references. See the formula in cell D2 below. Cell D2 references (points to) cell B2 and cell C2. Both references are relative



	A	B	C	D	E	F	G	H	I
1	Product	Quantity	Price	Amount					
2	bread	2	1.5	=B2*C2					
3	butter	1	1.2						
4	cheese	3	2						
5	ham	3	1.8						
6									

1. Select cell D2, click on the lower right corner of cell D2 and drag it down to cell D5



	A	B	C	D	E	F	G	H	I
1	Product	Quantity	Price	Amount					
2	bread	2	1.5	3					
3	butter	1	1.2	1.2					
4	cheese	3	2	6					
5	ham	3	1.8	=B5*C5					
6									

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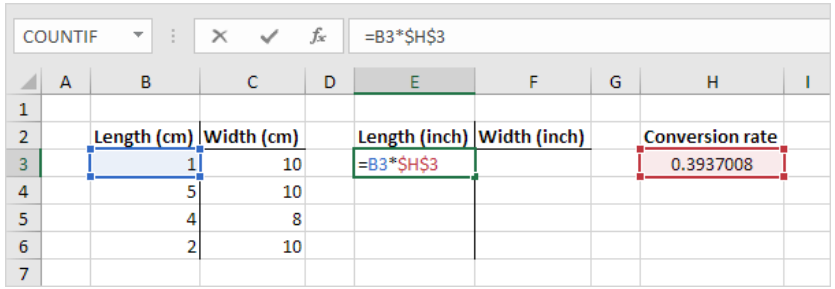
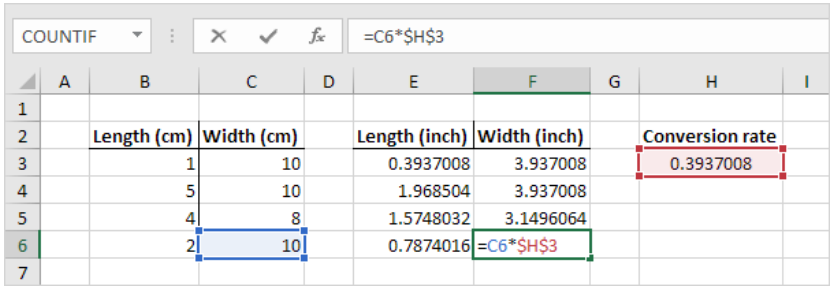
For Your Reference

1. To create an absolute reference to cell H3, place a $ symbol in front of the column letter and row number (H3) in the formula of cell E3



2. Now we can quickly drag this formula to the other cells



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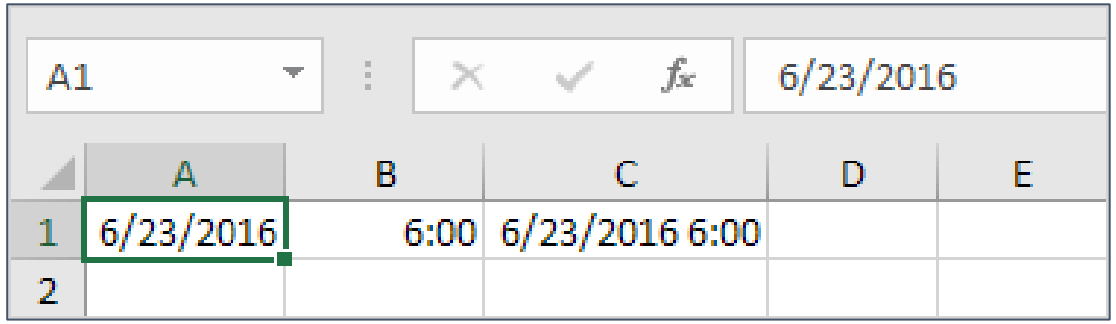
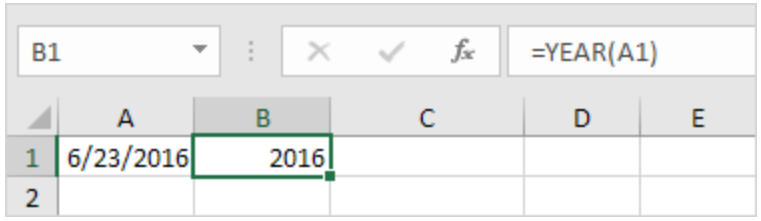
What Time Is It ?

To enter a date in Excel, use the "/" or "-" characters. To enter a time, use the ":" (colon). You can also enter a date and a time in one cell



To get the year of a date, use the YEAR function



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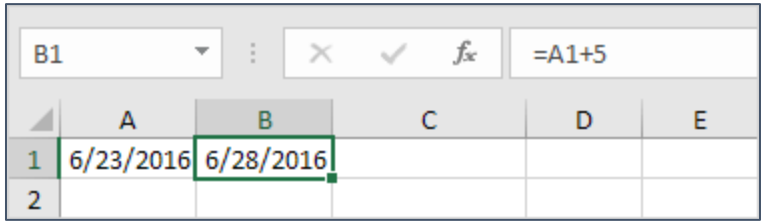
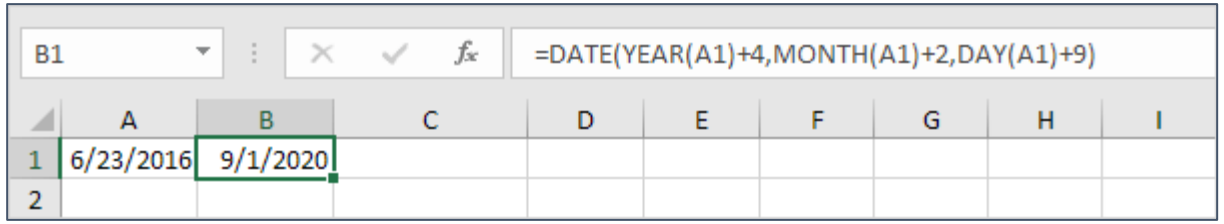
What Time Is It ?

1. To add a number of days to a date, use the following simple formula



2. To add a number of years, months and/or days, use the DATE function



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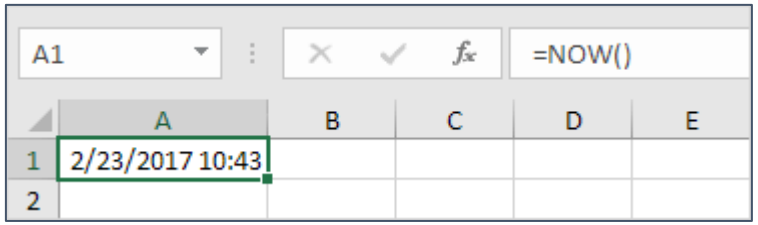
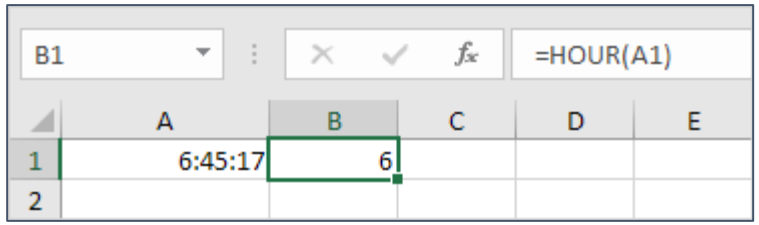
What Time Is It ?

1. To get the current date and time, use the NOW function



2. To return the hour, use the HOUR function



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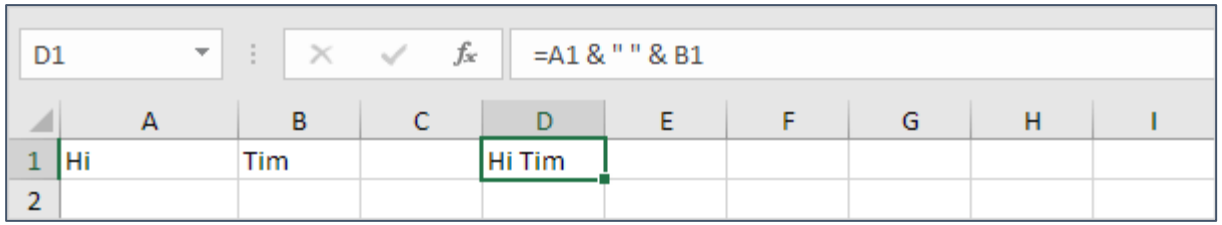
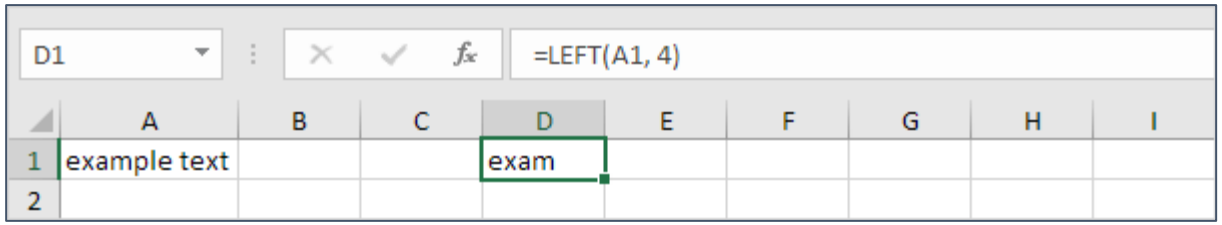
You Got Text

To join strings, use the & operator



To extract the leftmost characters from a string, use the LEFT function



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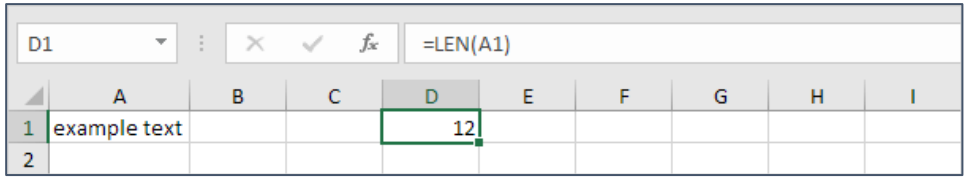
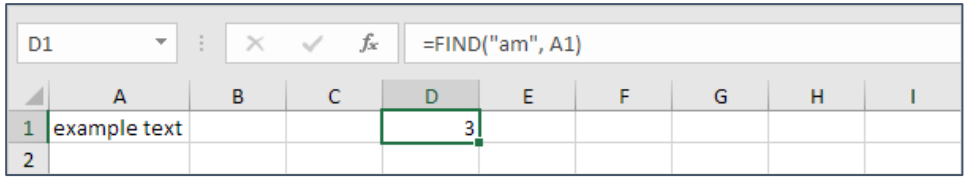
You Got Text

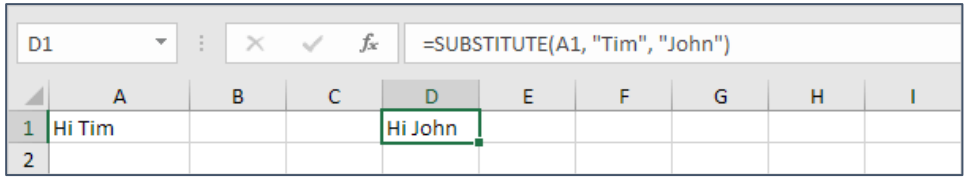
To get the length of a string, use the LEN function



To find the position of a substring in a string, use the FIND function



To replace existing text with new text in a string, use the SUBSTITUTE function



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Test Our Learning

1. Add the current time and date into column T
2. Find the length of string in SKU column
3. Join “sales_commission_code” and “payment_method”

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Any Questions

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Thankyou