EXCEL NOTES

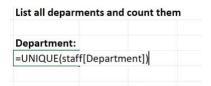
	Business Question:	Function(s) you'll learn:		
1	Total Salary and headcount by department	SUMIFS, COUNTIFS		
2	All employees with more than \$100k salary	FILTER		
3	All female employees with more than \$100k salary	FILTER, *		
4	Lowest, highest and top 5 salary values	MIN, MAX, LARGE, SORT + TAKE		
5	List of all departments	UNIQUE, COUNTA, #		
6	Employee details lookup	VLOOKUP, INDEX + MATCH		
7	Employee details lookup	XLOOKUP, IFERROR		
8	Complex formula: Highest salary person	XLOOKUP + MAX		
9	Complex formula: All employees joined in March	FILTER + MONTH		
10	Complex formula: Department report of headcounts,	UNIQUE, SUMIFS, COUNTIFS, #,		
10	salaries and % diff from overall average	CONDITIONAL FORMATTING		

Sample table

Emp ID	First Name	Last Name	Gender	Department	Salary S	Salary Bucket	Start Date	FTE Employee type	Work location	Tenure	Work Type
PR00007	Torrance	Collier	Female	Training	\$96,136	50k to 100k	13-Jul-20	0.3 Permanent	Wellington, New Zealand	3.94	Part time
PR00095	Devrat	Damarsingh	Female	Business Development	\$70,649 5	60k to 100k	13-Jan-20	1 Permanent	Hyderabad, India	4.44	Full time
PR00113	Van	Tuxwell	Female	Business Development	\$80,696 5	60k to 100k	17-Sep-18	1 Permanent	Columbus, USA	5.76	Full time
PR00113	Van	Tuxwell	Female	Business Development	\$80,696 5	60k to 100k	17-Sep-18	1 Permanent	Columbus, USA	5.76	Full time
PR00147	Minerva	Ricardot	Male	Engineering	\$120,000 4	Above 100k	12-Nov-18	1 Permanent	Remote	5.61	Full time
PR00246	Husein	Augar	Female	Marketing	\$67,906 5	60k to 100k	29-Dec-20	1 Permanent	Remote	3.48	Full time
PR00419	Billi	Fellgate	Female	Business Development	\$68,981 5	60k to 100k	29-Jan-19	0.8 Permanent	Remote	5.40	Part time
PR00576	Lalitchandra	Vadali	Female	Legal	\$63,705 5	60k to 100k	5-Aug-19	1 Permanent	Hyderabad, India	4.88	Full time
PR00746	Hogan	Iles	Female	Accounting	\$114,177	Above 100k	18-Mar-20	1 Permanent	Wellington, Ne paland	4.26	Full time
PR00770	Beryl	Burnsyde	Male	Legal	\$29,775 L	Jnder 50k	1-Oct-20	1 Permanent	Wellington, and	3.72	Full time
PR00882	Jill	Shipsey	Male	Accounting	\$52,964 5	60k to 100k	2-Apr-21	0.3 Permanent	Columbus, USA	3.22	Part time
PR00893	Vasavi	Veeravasarapu	Male	Human Resources	\$50,310 5	50k to 100k	30-Mar-21	0.4 Permanent	Hyderabad, India	3.23	Part time
PR00916	Inger	Chapelhow	Female	Research and Development	\$84,310 5	60k to 100k	1-Nov-21	1 Permanent	Remote	2.64	Full time
PR01055	Devasree	Fullara	Male	Accounting	\$35,936 L	Jnder 50k	21-May-18	1 Permanent	Chennai, India	6.09	Full time
PR01159	Mollie	Hanway	Male	Engineering	\$112,646	Above 100k	21-Oct-19	0.6 Permanent	Seattle, USA	4.67	Part time
PR01211	Enoch	Dowrey	Male	Accounting	\$91,645 5	60k to 100k	27-Jan-21	1 Permanent	Auckland, New Zealand	3.40	Full time
PR01269	Eleonore	Airdrie	Female	Engineering	\$97,105 5	60k to 100k	17-Aug-21	1 Permanent	Columbus, USA	2.85	Full time
PR01306	Patti	Dradey	Male	Services	\$84,743 5	60k to 100k	24-Sep-20	1 Permanent	Auckland, New Zealand	3.74	Full time
PR01346	Adolph	McNalley	Male	Business Development	\$85,919 5	60k to 100k	5-Feb-18	1 Permanent	Columbus, USA	6.38	Full time
PR01383	Addi	Studdeard	Female	Product Management	\$72,503 5	60k to 100k	8-Feb-21	1 Permanent	Wellington, New Zealand	3.37	Full time
PR01476	Jaishree	Atasi	Male	Services	\$77,096 5	60k to 100k	27-Apr-18	1 Permanent	Chennai, India	6.16	Full time
PR01662	Genevra	Friday	Female	Research and Development	\$50,449 5	60k to 100k	14-Nov-18	0.8 Permanent	Auckland, New Zealand	5.61	Part time
PR01943	Rameshwari	Chikodi	Male	Human Resources	\$48,526 1	Under 50k	13-Jun-18	1 Permanent	Hyderabad, India	6.03	Full time
PR01956	Jamesy	O'Ferris	Male	Accounting	\$36,548 1	Jnder 50k	12-Nov-18	1 Permanent	Remote	5.61	Full time
PR01956	Jamesy	O'Ferris	Male	Accounting	\$36,548 (Jnder 50k	12-Nov-18	1 Permanent	Remote	5.61	Full time
PR02010	Prerana	Nishita	Male	Product Management	\$115,191 4	Above 100k	22-Jun-20	1 Permanent	Hyderabad, India	4.00	Full time
PR02016	Iris	Wagg	Female	Engineering	\$58,861 5	50k to 100k	8-Jul-19	1 Permanent	Columbus, USA	4.96	Full time

Queries

UNIQUE(hr[department]) == jiska unique value chahiye



COUNTA =



COUNTIFS → COUNTIFS(criteria, cell value jisme naam likha ho criteria ka) COUNTIFS(hr[department], A14)

Department	Headcount	Total Salary
Training	=COUNTIFS(staf	f[Department],
Business Development	26	
Engineering	26	
Marketing	12	
Legal	21	
Accounting	26	
Human Resources	22	
Research and Development	18	
Services	21	
Product Management	29	
Support	17	
Sales	18	

SUMIFS→ SUMIFS(hr[salary],hr[department], naam criteria ka) kaunse col ka sum chahiye, criteria col kya hai, naam kya hai

Department	Headcount	Total Salary	
Training	24	=SUMIFS(staff[Salary],staff[Departm	ent],B3:B14
Business Development	26	SUMIFS(sum_range, criteria_range1, criteria1, [criteria_range2, criteria2],	
Engineering	26		
Marketing	12		
Legal	21		
Accounting	26		
Human Resources	22		
Research and Development	18		45
Services	21		
Product Management	29		
Support	17		
Sales	18		

AVERAGEIFS→ kaunse col ka avg chahiye, criteria col kya hai, naam kya hai

Department	Headcount	Total Salary		Avg. Salary
Training	24	\$	2,013,215	=AVERAGEIFS(staff[Salary],staff[Department],B3:B14
Business Development	26	\$	2,074,327	AVERAGEIFS(average_range, criteria_range1, criteria1, [criteria_range2, criteria2],)
Engineering	26	\$	2,131,387	
Marketing	12	\$	773,296	
Legal	21	\$	1,412,093	
Accounting	26	\$	1,814,981	
Human Resources	22	\$	1,608,406	
Research and Development	18	\$	1,204,394	
Services	21	\$	1,568,153	SII
Product Management	29	\$	2,180,193	FOR MC
Support	17	\$	1.129.352	

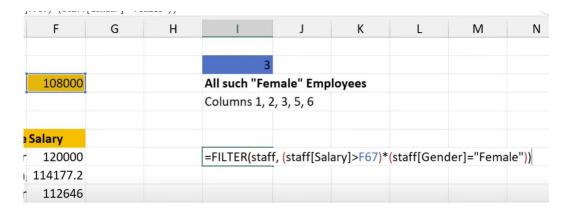
FILTER \rightarrow RETURN COL KYA CHAHIYE, CRITERIA KYA HAI

All Employe	es with	n >100k	Salary
=FILTER(sta	ff,staff[Salary]>	100000)

All Emplo	yees with >	>100k Salar	115000			
Columns 1	1, 2, 3, 5, 6					
=CHOOSE	COLS(FILTE	R(staff, sta	ff[Salary]>	F67),1,2,3,5	,6)	Above 100
PR02010	Prerana	Nishita	Male	Product M	115191.4	Above 100
PR03886	Edd	MacKnock	Male	Accounting	119022.5	Above 100
SQ00144	Collen	Dunbleton	Male	Engineerir	118976.2	Above 100
SQ02174	Sidoney	Yitzhok	Female	Engineerir	118442.5	Above 100
SQ04612	Mick	Spraberry	Female	Services	120000	Above 100
VT04093	Prasanna	Lakshmi	Female	Training	116767.6	Above 100
VT04093	Baruna	Ogale	Female	Training	116767.6	Above 100

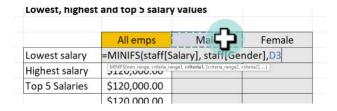
MULTIPLE FILTER CONDITIONS

Kya return chahiye, (kya criteria hai)* (kya criteria hai)



MIN(column name), max(column name)

MINIFS → kis col ka min chahiye, kya criteria hai, naam kya hai criteria ka



MAXIFS→ kis col ka max chahiye, kya criteria hai , naam kya hai critera ka

LARGE → kis col ka largest chahiye, kth value

All emps Lowest salary \$28,160.79 Highest salary \$120,000.00 Top 5 Salaries \$120,000.00 =LARGE(staff[Salary],2

Large with condition → large(filter(kya chahiye, criteria kya hai), kth value)

	All emps	Male	Female
Lowest salary	\$28,160.79	\$28,160.79	\$28,305.08
Highest salary	\$120,000.00	\$120,000.00	\$120,000.00
Top 5 =LARGE(FI	LTER(staff[Salar	y], staff[Gender]=D\$3),g6
LARGE(array, k)	\$120,000.00	\$29,774.76	
	\$119,022.49	\$52,963.65	
	\$118,976.16	\$50,310.09	
	\$118,442.54	\$35,936.31	
		112645 99	

Sort+take →

SORT \rightarrow kis col ko sort karna, , -1 for desc 1 for asc

	7110, 11210 1	
Top 5 Salaries	=SORT(staff[Sal	ary],,-1)
with SORT + TAKE	SORT(array, [sort_index], [sort_index], [sort_index]	t_order], [by_col]) () 1 - Ascending
	\$28,329.77	() -1 - Descending
	\$28,481.16	
	\$28,481.16	
	28481.16	

TAKE → Jiski top k values chahiye , kth value

Top 5 Salaries	=TAKE(SORT(staff[Sala	ary],,-1),5)
with SORT + TAKE	\$120,000.00	
	\$119,022.49	
	\$118,976.16	
	\$118,442.54	

VLOOK UP \rightarrow value jo doondhni hai, kidhar milegi, kaunsa col chahiye uska no. , exact match = false

Employee Loc	okup
Employee ID	PR03886
First name:	=VLOOKUP(C4,staff,2,FALSE)
Last name:	VLOOKUP(lookup_value, table_array, col_index_num, [rane

MATCH → value jo doondhni hai, kaunse col mein milegi , exact match=0 yeh row number de dega

Last name:	Scad	
	=MATCH(C17,staff[Last Name],0)	

INDEX → kya doondhna hai, kis row mein hai

Last name:	Scad
	43
Employee ID	=INDEX(staff[Emp ID],43

iss wale row num mein jake emp id le aao

Last name:	Scad
	43
Employee ID	=INDEX(staff[Emp ID],MATCH(C17,staff[Last Name],
Department:	MATCH(lookup_value, lookup_array, (match_type))
Salary:	

XLOOKUP → kya value doondhni hai, kis mein doondhna hai, kya return chahiye

1	Employee ID	PR03886	With XLOOKUP
2	First name:	Edd	=XLOOKUP(C4,staff[Emp ID], staff[First Name])
3	ast name:	MacKnockiter	
(1)	Complex for	mula: Highest salary	person
1 ()	One person:		aff[Salary]), staff[Salary], staff[First Name]&" "&staff[Last Name
	One person:		
	One person:		
	One person:		
	One person:	XLOOKUP(lookup_value, lookup_array, i	

LEFT → Kaunse col se chahiye, kitne character left se

All names starting with H



Emp joined after 2020



Emp joined in march



Forecasting \rightarrow kis year ka forecast karna, sales figure, year trend

inancial Year	Sales Figure in Crore
2017	200
2018	190
2019	205
2020	222
2021	218
2023	228