MICROSOFT OFFICE - EXCEL

Functions

sum(range) - adds numbers in a range of cells

sumif(range , “>=200”)

max(range) - gets the highest value in a range

min(range) - gets the lowest value in a range

average(range) - gets the average value in a range

count(range) - counts up all cells with a number

counta(range) - counts cells that are not empty

countif(range , “\*word\*”)

find(“word” , range) - find the position of a word or character

left( range , number of characters) - gets the left portion of a word

left( A1 , 5)

right( range , number of characters) - gets the right portion of a word

len( range ) - counts how many characters there are in a cell

Logic Functions

if(10 >= 5, “true” , “false”) = true

and( 10 > 5 , 5 < 6 ) = false

or( 10 > 5 , 5 < 6 ) = true

Relative and Absolute References

relative - L20

absolute - $L$20 - just add dollar signs

mixed - L$20 or $L20