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ERASMUS+

Excel functions

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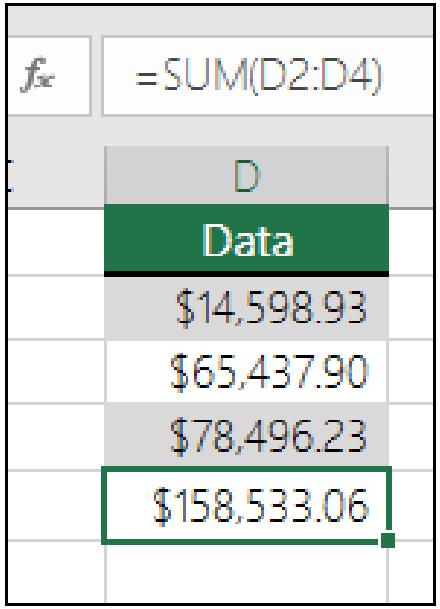
Here are the 10 functions that people read about most.

- The **SUM** function adds values. You can add individual values, cell references or ranges or a mix of all three.
- For example:
- **=SUM(A2:A10)** Adds the values in cells A2:10.
- **=SUM(A2:A10, C2:C10)** Adds the values in cells A2:10, as well as cells C2:C10.



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MAX function in Microsoft Excel.

Syntax

MAX(number1, [number2], ...)

- The MAX function syntax has the following arguments:

- Number1, number2, ... Number1 is required, subsequent numbers are optional. 1 to 255 numbers for which you want to find the maximum value.

- If the arguments contain no numbers, MAX returns 0 (zero).

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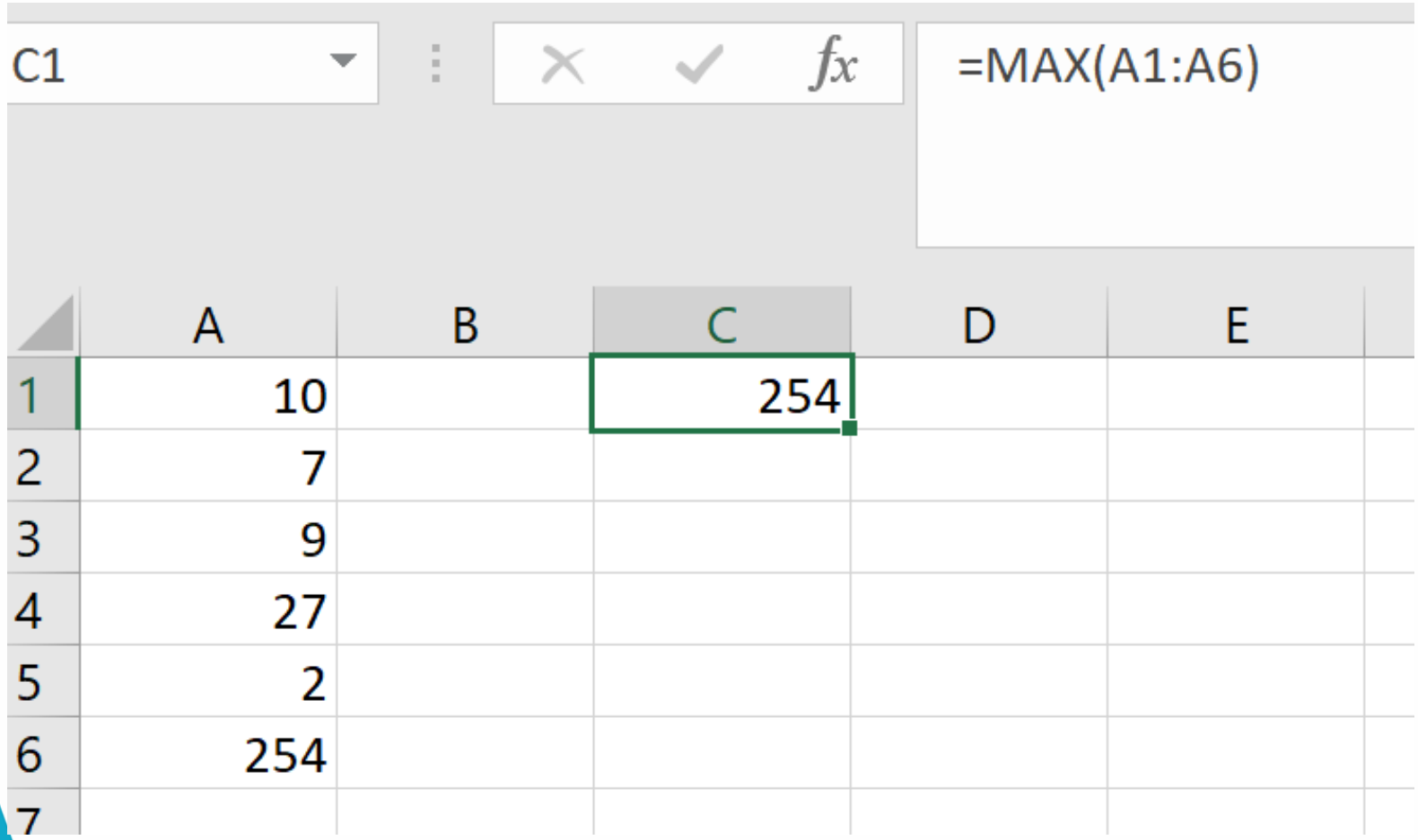

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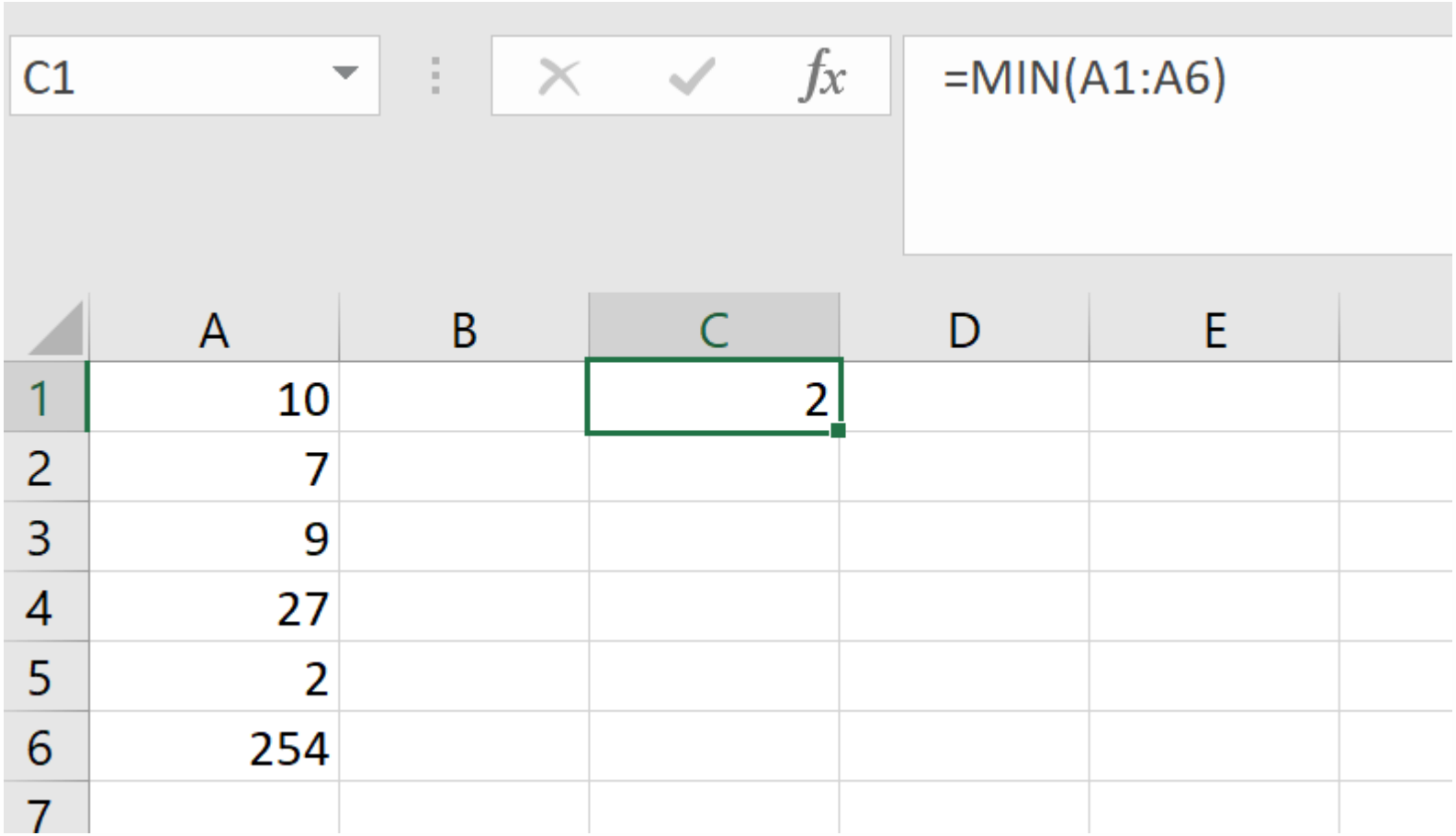
the **MIN** function in Microsoft Excel.

- MIN(number1, [number2], ...)
- The MIN function syntax has the following arguments:
- **Number1, number2, ...** Number1 is optional, subsequent numbers are optional. 1 to 255 numbers for which you want to find the minimum value.


C1
=MIN(A1:A6)
A
B
C
D
E
1
10
2
2
7
3
9
4
27
5
2
6
254
7

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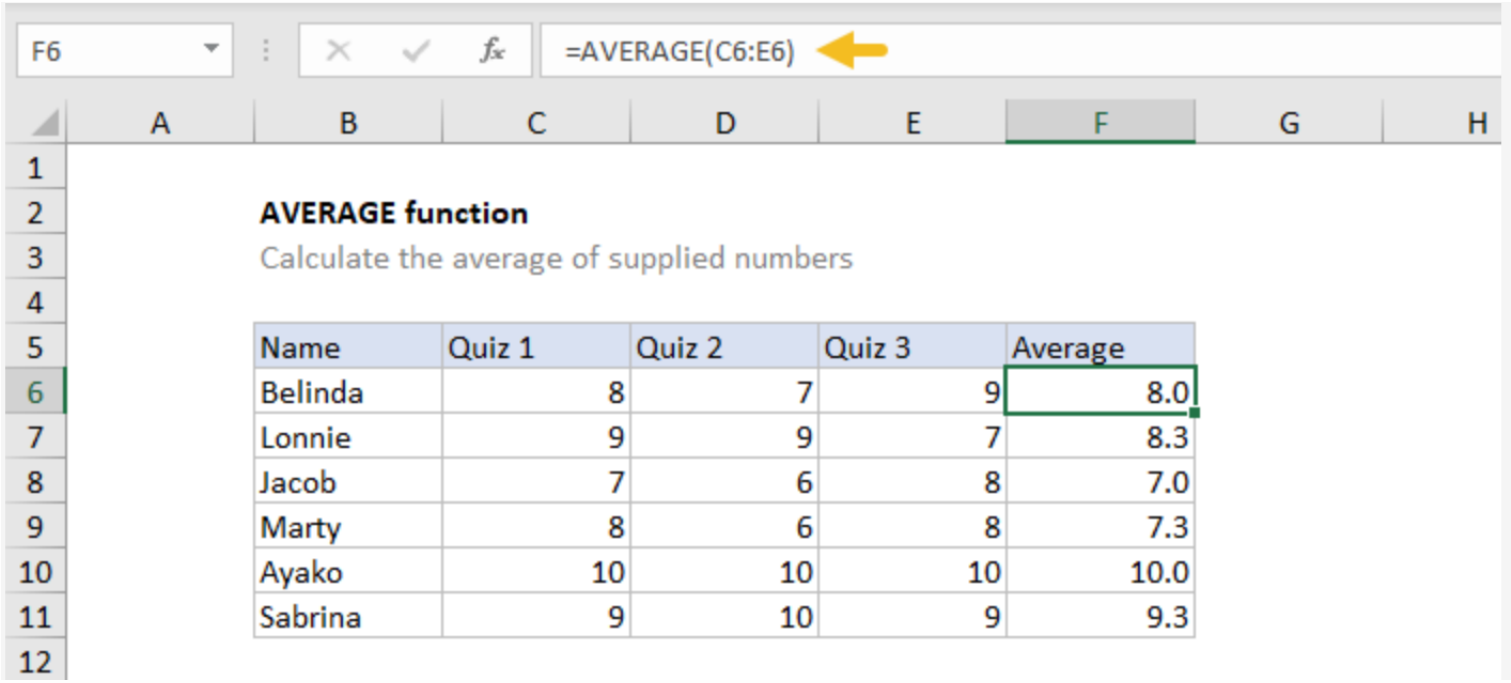
AVERAGE

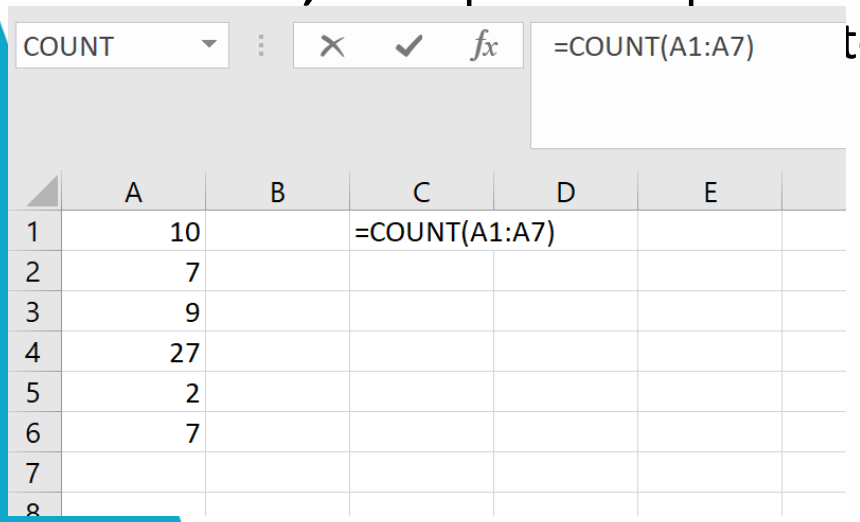
- The Excel AVERAGE function calculates the average (arithmetic mean) of supplied numbers. AVERAGE can handle up to 255 individual arguments, which can include numbers, cell references, ranges, arrays, and constants.

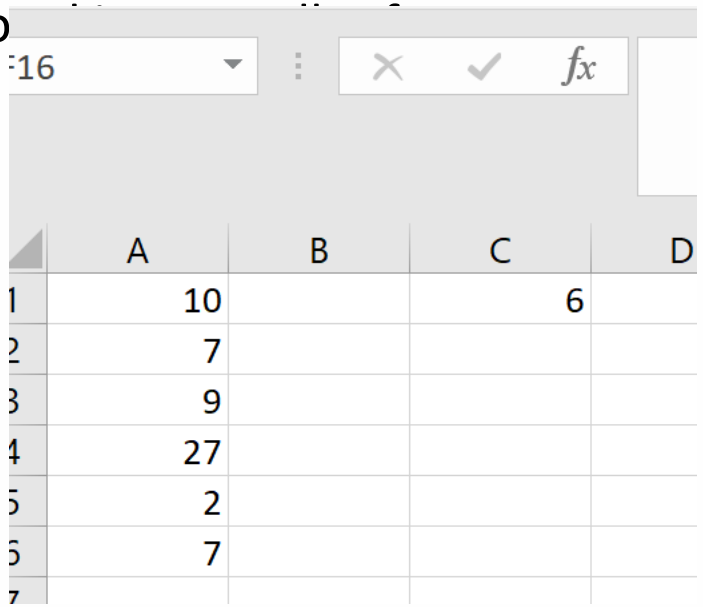


Name	Quiz 1	Quiz 2	Quiz 3	Average
Belinda	8	7	9	8.0
Lonnie	9	9	7	8.3
Jacob	7	6	8	7.0
Marty	8	6	8	7.3
Ayako	10	10	10	10.0
Sabrina	9	10	9	9.3

COUNT function

- Use the COUNT function **to get the number of entries in a number field that is in a range or array of numbers**. COUNT(value1, [value2], ...)
- The COUNT function syntax has the following arguments:
- **value1** Required. The first item, cell reference, or range within which you want to count numbers.
- **value2, ...** Optional. Up to 255 additio to count





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Why value 2 ?

=COUNT(D4:D8)

	D	E	F
	2012-08-08		2
	19		
	22.24		
	TRUE		
	#DIV/0!		

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=COUNT(D4:D8)

	D	E	F
	2012-08-08		2
	19		
	22.24		
	TRUE		
	#DIV/0!		

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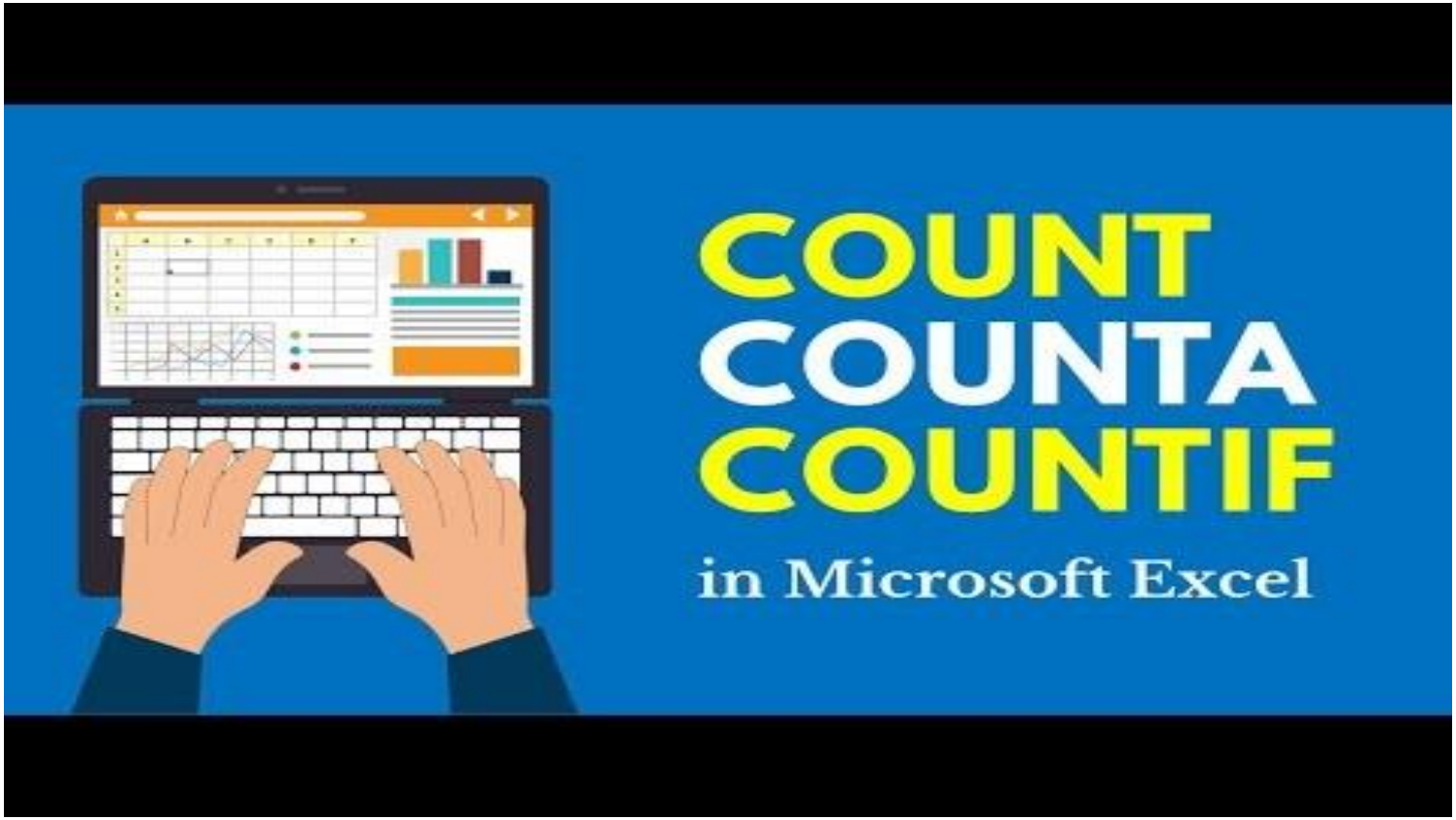
Counta, countblank, countif, countifs



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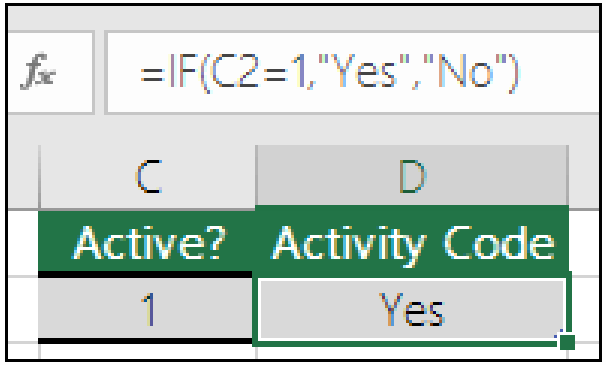
IF function

- The IF function is one of the most popular functions in Excel, and it allows you to make logical comparisons between a value and what you expect.
- So an IF statement can have two results. The first result is if your comparison is True, the second if your comparison is False.
- For example, =IF(C2=”Yes”,1,2) says IF(C2 = Yes, then return a 1, otherwise return a 2).



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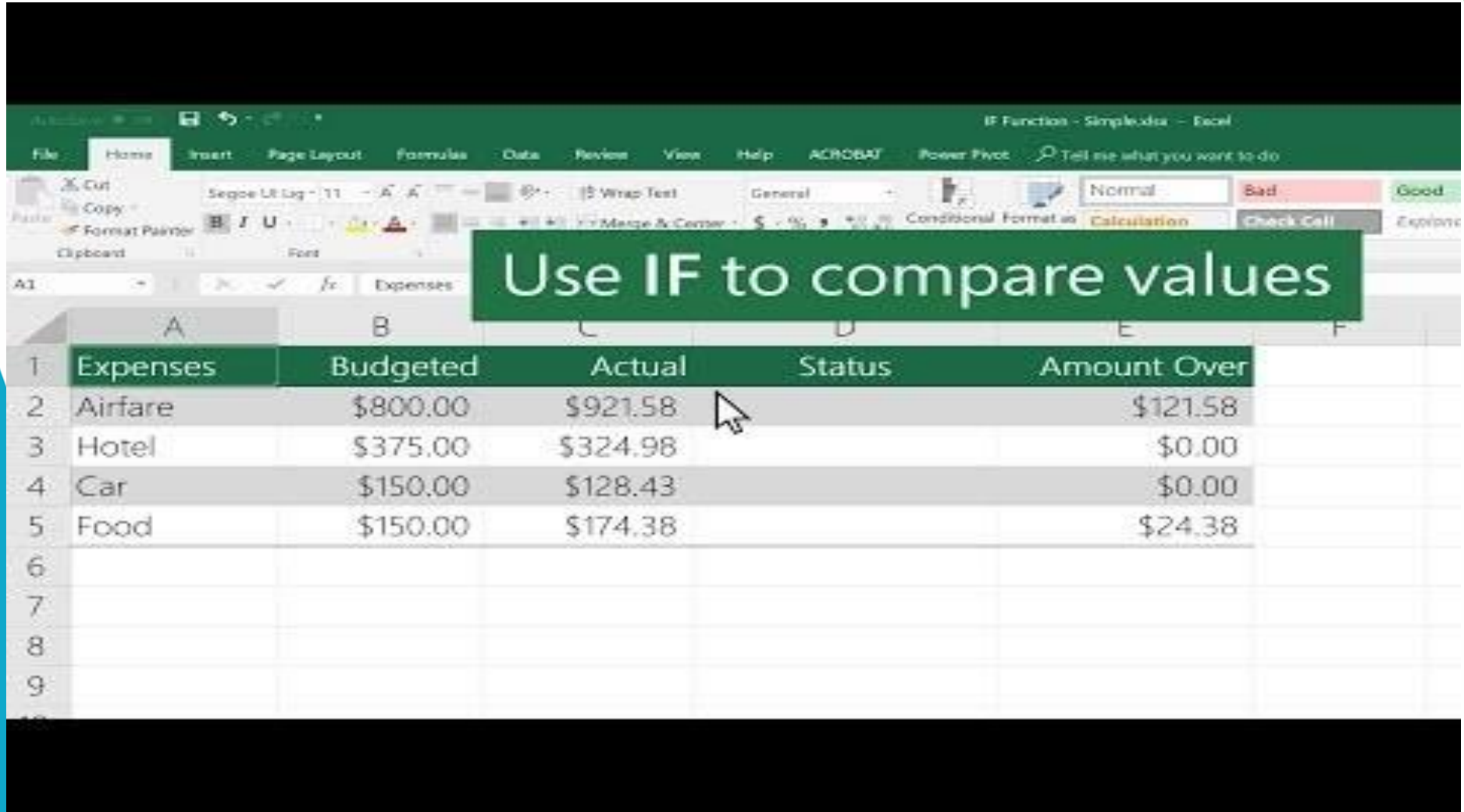
About IF



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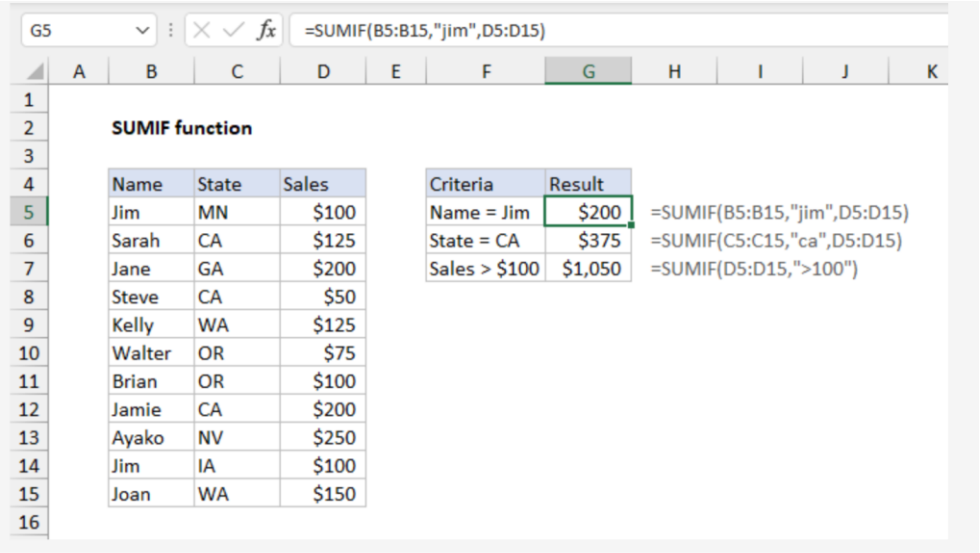
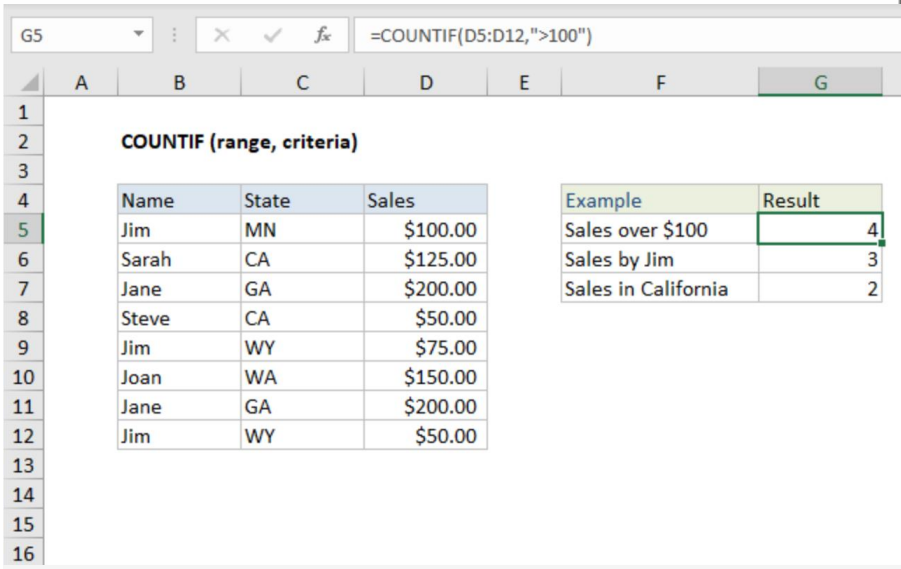
Sumif and other functions with a **IF** suffix

- The Excel SUMIF function returns the sum of cells that meet a single condition. Criteria can be applied to dates, numbers, and text. The SUMIF function supports logical operators (>,<,<>,=) and wildcards (*,?) for partial matching
- And other functions with an IF suffix





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Days funcion

- DAYS(end_date, start_date)
- The DAYS function syntax has the following arguments.
- End_date Required. Start_date and End_date are the two dates between which you want to know the number of days.
- Start_date Required. Start_date and End_date are the two dates between which you want to know the number of days.

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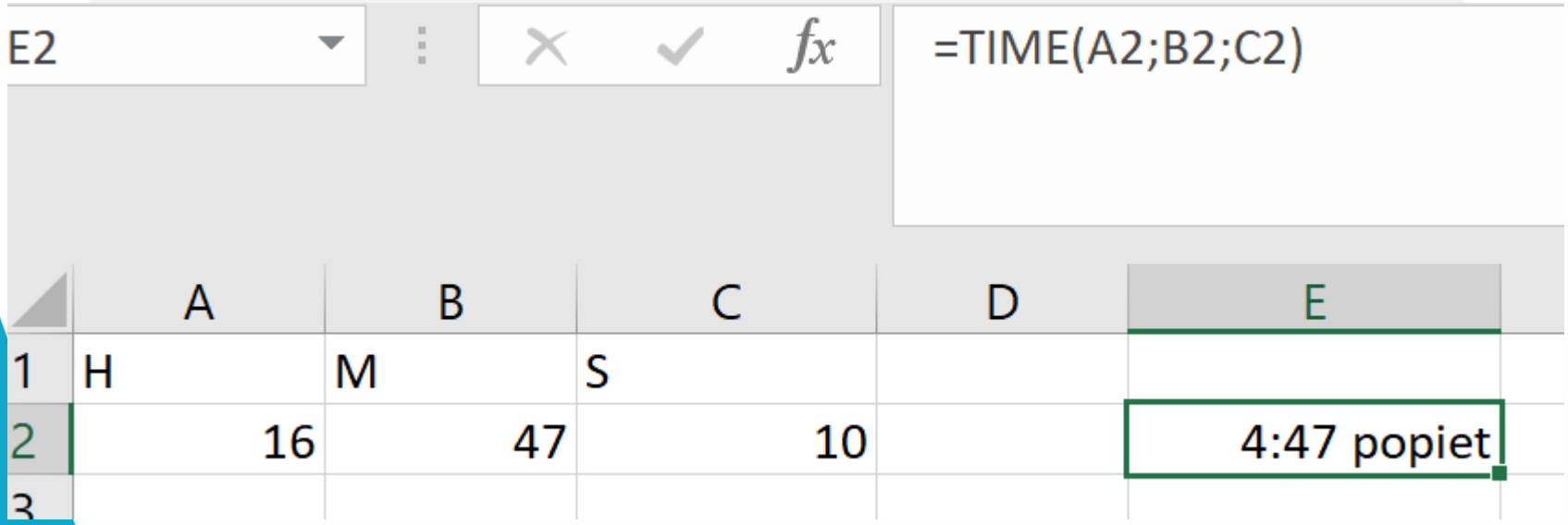
Time, hour, minute, second

- The TIME function syntax has the following arguments:
- **Hour** Required. A number from 0 (zero) to 32767 representing the hour. Any value greater than 23 will be divided by 24 and the remainder will be treated as the hour value. For example, TIME(27,0,0) = TIME(3,0,0) = .125 or 3:00 AM.
- **Minute** Required. A number from 0 to 32767 representing the minute. Any value greater than 59 will be converted to hours and minutes. For example, TIME(0,750,0) = TIME(12,30,0) = .520833 or 12:30 PM.
- **Second** Required. A number from 0 to 32767 representing the second. Any value greater than 59 will be converted to hours, minutes, and seconds. For example, TIME(0,0,2000) = TIME(0,33,22) = .023148 or 12:33:20 AM

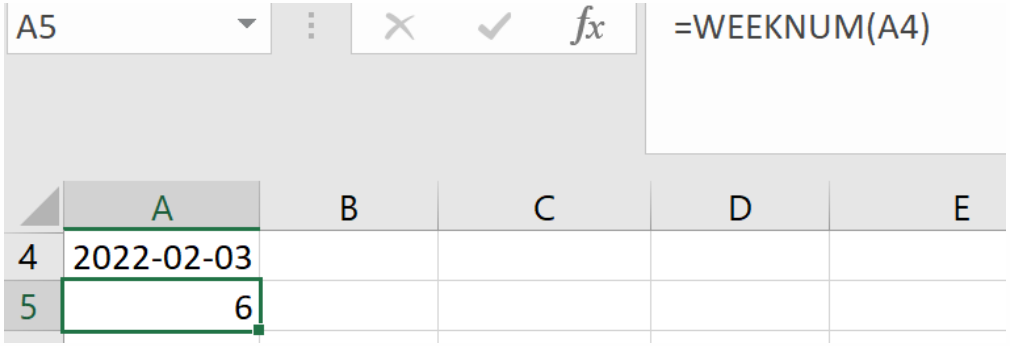
Hour	Minute	Second
12	0	0
16	48	10

Formula	Description	Result
=TIME(A2,B2,C2)	Decimal part of a day, for the time specified in row 2 (12 hours, 0, minutes, 0 seconds)	0.5
=TIME(A3,B3,C3)	Decimal part of a day, for the time specified in row 3 (16 hours, 48 minutes, 10 seconds)	0.7001157

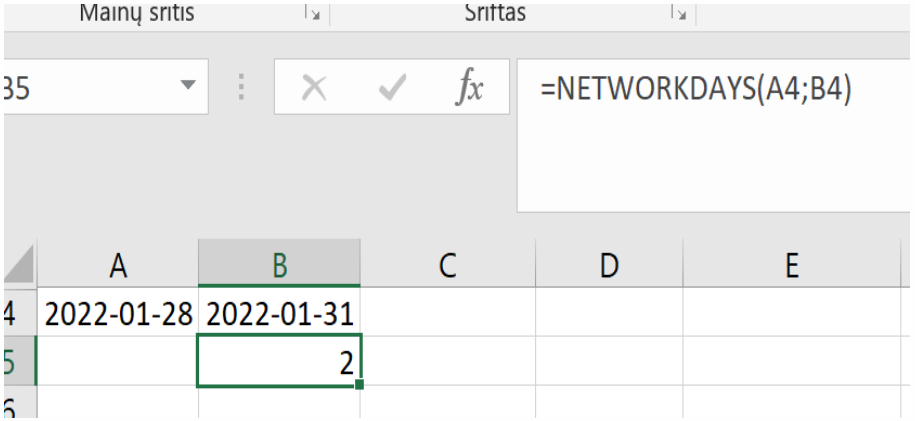


Weeknum, Networkdays

- Weeknum. The week containing January 1 is the first week of the year, and is numbered week 1.



Returns the number of whole working days between start_date and end_date. Working days exclude weekends and any dates identified in holidays. Use NETWORKDAYS to calculate employee benefits that accrue based on the number of days worked during a specific term.



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