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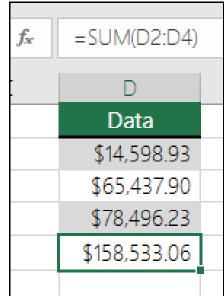


Excel functions



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.





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).



| C1 | | • : × | ✓ fx | =MAX | =MAX(A1:A6) | | | | |
|----|-----|-------|------|------|-------------|--|--|--|--|
| | А | В | С | D | E | | | | |
| 1 | 10 | | 254 | | | | | | |
| 2 | 7 | | | | | | | | |
| 3 | 9 | | | | | | | | |
| 4 | 27 | | | | | | | | |
| 5 | 2 | | | | | | | | |
| 6 | 254 | | | | | | | | |
| 7 | | | | | | | | | |



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 | | • : × | $\therefore \checkmark f_x$ | | =MIN(A1:A6) | | |
|----|-----|-------|-----------------------------|---|-------------|--|--|
| | А | В | С | D | E | | |
| 1 | 10 | | 2 | | | | |
| 2 | 7 | | | | | | |
| 3 | 9 | | | | | | |
| 4 | 27 | | | | | | |
| 5 | 2 | | | | | | |
| 6 | 254 | | | | | | |
| 7 | | | | | | | |



 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.

| F6 | Ŧ | : × 🗸 | <i>f</i> ∞ =AVE | RAGE(C6:E6) | + | | | | | | | | |
|----|------------------|---|-----------------|-------------|--------|---------|---|---|--|--|--|--|--|
| | А | В | С | D | E | F | G | н | | | | | |
| 1 | | | | | | | | | | | | | |
| 2 | AVERAGE function | | | | | | | | | | | | |
| 3 | | Calculate the average of supplied numbers | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | |
| 5 | | Name | Quiz 1 | Quiz 2 | Quiz 3 | Average | | | | | | | |
| 6 | | Belinda | 8 | 7 | 9 | 8.0 | | | | | | | |
| 7 | | Lonnie | 9 | 9 | 7 | 8.3 | | | | | | | |
| 8 | | Jacob | 7 | 6 | 8 | 7.0 | | | | | | | |
| 9 | | Marty | 8 | 6 | 8 | 7.3 | | | | | | | |
| 10 | | Ayako | 10 | 10 | 10 | 10.0 | | | | | | | |
| 11 | | Sabrina | 9 | 10 | 9 | 9.3 | | | | | | | |
| 12 | | | | | | | | | | | | | |



COUNT function

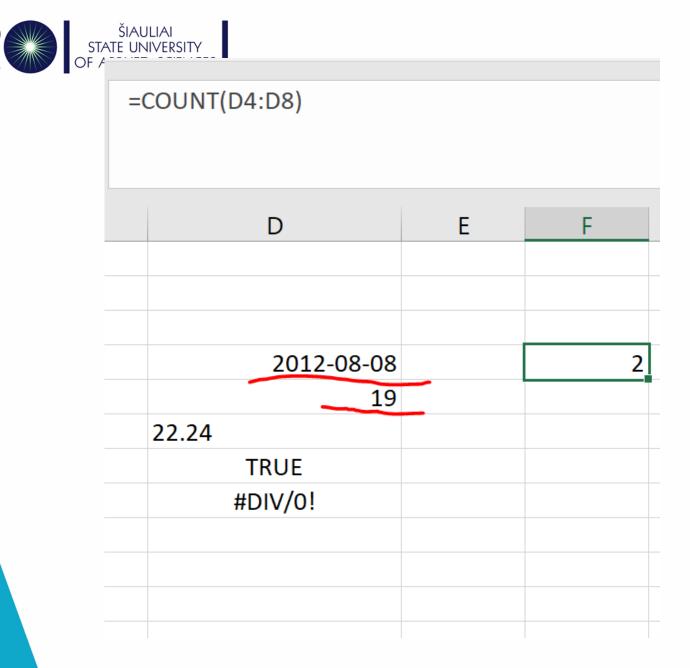
- Use the COUNT function to get the number of entries in a number field that is in a range or array of numbers. COUNT(value1, [value2], ...)
- The COUNT function syntax has the following arguments:
- value1 Required. The first item, cell reference, or range within which you want to count numbers.

| | • value2, Optional. Up to 255 additio | | | | | | | | | | | | |
|-----|---------------------------------------|---|----------|--------|-----------|----------|-----------------|----|---|------|---|--|--|
| COL | JNT | > | < 🗸 f: | x =COU | NT(A1:A7) | to count | [:] 16 | - | | ✓ f: | x | | |
| | | | | | | | | | | | | | |
| | А | В | C | D | E | | | | | | | | |
| 1 | A 10 | D | =COUNT(A | | E | | | A | В | C | D | | |
| 2 | 10 | | -00011(A | 1.77 | | | 1 | 10 | | 6 | i | | |
| 3 | , 9 | | | | | | 2 | 7 | | | | | |
| 4 | 27 | | | | | | 3 | 9 | | | | | |
| 5 | 2 | | | | | | 1 | - | | | | | |
| 6 | 7 | | | | | | + | 27 | | | | | |
| 7 | | | | | | | 5 | 2 | | | | | |
| 8 | | | | | | | 5 | 7 | | | | | |
| | | | | | | | 7 | | | | | | |



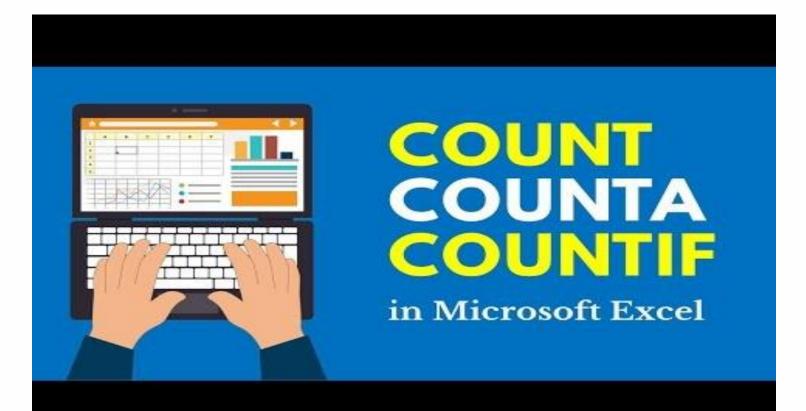
Why value 2 ?

| =COUNT(D4:D8) | | |
|---------------|---|---|
| D | E | F |
| | | |
| 2012 00 00 | | |
| 2012-08-08 | | 2 |
| 19 | | |
| 22.24 | | |
| TRUE | | |
| #DIV/0! | | |
| | | |
| | | |
| | | |





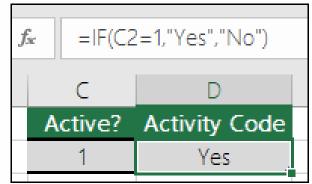
Counta, countblank, countif, countifs





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).





About IF

| der File | | l i fannska D | sta Review View | Help ACROBAT Power | IF Function - Simplexits - Excel Pivot 🔎 Tell nie what you want to do | |
|-------------|---|---------------|-----------------|--------------------|--|-----|
| | X Cut Copy ✓ Format Painter ■ I U | 10g-11 - 6 6 | | General - Fr | | Goo |
| | lipboard ii | Feet | Jse IF | to com | pare values | |
| 1 | A | в | L | U | E | |
| 1 | Expenses | Budgeted | Actual | Status | Amount Over | |
| 2 | Airfare | \$800.00 | \$921.58 | A. | \$121.58 | |
| 3 | Hotel | \$375.00 | \$324.98 | 10 | \$0.00 | |
| 4 | Car | \$150.00 | \$128.43 | | \$0.00 | |
| 5 | Food | \$150.00 | \$174.38 | | \$24.38 | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| | | | | | | |



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

| G | 5 | • : | $\times \checkmark f$ | x =SUMIF | (B5:B1 | L5,"jim",D5:D15 |) | | G5 | - | : × | √ f _x | =COUNTIF(D5 | :D12,">: | 100") | |
|---|---|--|--|--|--------|--|-------------------------------|---|--|------------------------------------|---------------|---|---|----------|---|-------------|
| 1 2 3 4 5 6 7 8 9 10 11 12 13 14 | | B SUMIF fr Name Jim Sarah Jane | C unction State MN CA GA | D Sales \$100 \$125 \$200 | E | F Criteria Name = Jim State = CA Sales > \$100 | G Result \$200 \$375 | H I J K =SUMIF(B5:B15,"jim",D5:D15) =SUMIF(C5:C15,"ca",D5:D15) =SUMIF(D5:D15,">100") | G5 1 2 3 4 5 6 7 | A | B NTIF (ra | C nge, criteria State MN CA GA | D | E | F Example Sales over \$100 Sales by Jim Sales in California | G Result |
| 8 9 10 11 12 13 14 15 16 | | Steve Kelly Walter Brian Jamie Ayako Jim Joan | CA WA OR OR CA NV IA WA | \$50 \$125 \$75 \$100 \$200 \$250 \$100 \$150 | | | | | 8 9 10 11 12 13 14 15 16 | Stev Jim Joan Jane Jim | 2 | CA WY WA GA WY | \$50.00 \$75.00 \$150.00 \$200.00 \$50.00 | | | |



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.



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

| 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, 0.5 minutes, 0 seconds) | |
| =TIME(A3,B3,C3) Decimal part of a day, for the time specified in row 3 (16 hours, 48 0.70011 minutes, 10 seconds) | 57 |
| E2 \checkmark f_x =TIME(A2;B2;C2) | |
| A B C D E | |
| 1 H M S | |
| 2 16 47 10 4:47 po | piet |



Weeknum, Networkdays

Weeknum. The week containing January 1 is the first week of the year, and is numbered week 1.
A5 - I I X - fx = WEEKNUM(A4)

5

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.

| | | | | | | | | | | | | _ |
|-----|-----|----------|-------|-------|----------|--------------|--------|-----|-------|------|---------|---|
| 202 | 22- | 02-03 | | | | | | | | | | |
| | | 6 | | | | | | | | | | |
| 1 | | - | | | | | | | | | | |
| | | Mainų sr | ritis | | ы | | Srifta | 5 | دا | | | |
| | | | | | | | | | | | | |
| | 35 | | ▼ | ÷ | \times | \checkmark | fx | =NE | TWORK | DAYS | (A4;B4) | |
| | | | | | | | | | | | | |
| -1 | | | | | | | | | | | | |
| b | | | | | | | | | | | | |
| | | A | | E | 3 | | С | | D | | Е | |
| | 4 | 2022-01- | 2022- | 01-31 | | | | | | | | |
| | 5 | | | | 2 | | | | | | | |
| | 6 | | | | | T | | | | | | |

D

В

