

## **Excel Functions**

Round number to certain decimals

=ROUND(number,num\_digits)

Calculates the sum or total

=SUM(range)

Calculates the average

=AVERAGE(range)

Calculates the minimum value

=MIN(range)

Calculates the maximum value

=MAX(range)

To display the current date

=TODAY()

## **Functions that can count**

Counts number of cells in a range that have values(Numbers)

=COUNT(range)

Counts the number of cells containig values( text or numeric) in a range.

=COUNTA(range)

Counts the number of empty cells in a range

=COUNTBLANK(range)

Counts the number of cells that complies with a specific criteria

=COUNTIF(range,criteria)

Determine the Nth largest number

=LARGE(range,N[what largest])

Determine the Nth smallest number

=SMALL(range,N[what smallest])

Cells that comply with certain criteria can be added

=SUMIF(range,criteria)

Allocates a value to a cell according to the result of the condition(s) specified.

=IF(condition\_criteria,Value\_if\_true,Value\_if\_false)

Extracts the specified number of characters from the left side of the text  
=LEFT(cell,number\_of\_characters)

Extracts the specified number of characters from the right side of the text  
=RIGHT(cell,number\_of\_characters)

Extracts the characters from a character string specifying the starting characters and the number of characters to be copied  
=MID(cell,start\_num,num\_char)

Gives the number of characters in a string  
=LEN(cell)

This functions combines text  
=CONCATENATE(text1,text2)  
=text1 & text2

Converts all the letters in the string to capitals  
=UPPER(cell)

Converts all the letters in the string to lowercase letters.  
=LOWER(cell)


### **Statistical Functions**

Gives the value that occurs most frequently in an array or a range of data  
=MODE(range)

Determines the value at the centre of an ordered range of numbers  
=MEDIAN(range)

Nested IF function

=IF(D4>=800, "Gold", IF(D4>=600, "Silver", "Bronze"))



Condition    Value\_if\_true    Value\_if\_false

Is usefull when tests must be done on different columns.

Tests criteria and the result is TRUE or FALSE

=AND(logical1,logical2)

=OR(Logical1,Logical2)

Search for a value

=VLOOKUP(lookup\_value,table\_array,col\_index\_num,range\_lookup)