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21 Functions Every Excel User Should Know



Introduction

- Who (name)
- Where (practice and location)
- What (make sure you cover this...)

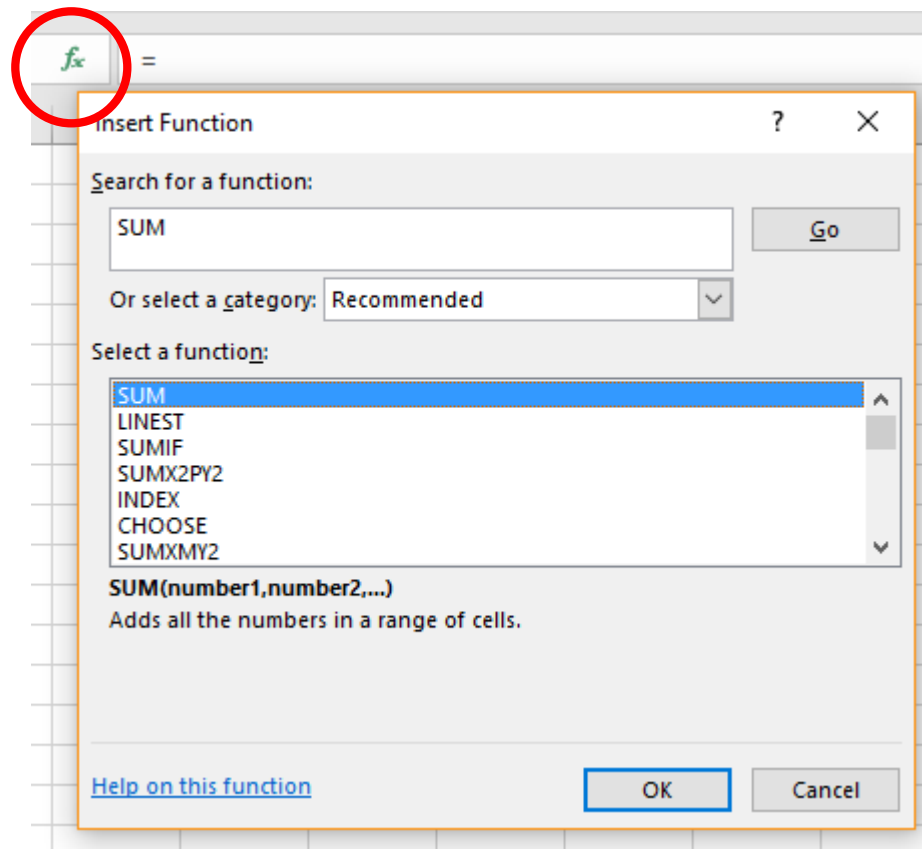


Excel Function Structure

=FUNCTIONNAME(parameters,
separated by commas)



Insert Function Window



SUM

=SUM(number1, number2...)

Adds numbers



COUNT

=COUNT(value1, value2...)

Counts numbers

To count cells with text, use COUNTA



AVERAGE

=AVERAGE(number1, number2...)

Returns the average of a group of numbers



MIN

=MIN(number1, number2...)

Returns the smallest number in a group of numbers



MAX

=MAX(number1, number2...)

Returns the largest number in a group of numbers



ROUND

=ROUND(number, number of digits)

Rounds a number to the specified number of digits. If the number of digits is a negative number, ROUND rounds to the nearest ten, hundred, thousand, etc.



WEEKDAY

=WEEKDAY(serial number, return type)

Returns the day of the week as a number. Return type determines when the week starts. Return type 1 means Sunday = 1, 2 means Monday = 1, etc.



IF

=IF(logical test, value if true, value if false)

Tests the logical condition. If the test is true, the first value is returned. If the value is false, the second condition is returned. You can nest IF statements.



COUNTIF

=COUNTIF(range, criteria)

Tests the cells defined as the range. If the cells meet the criteria, the cells are counted.



SUMIF

=SUMIF(range, criteria, sum range)

Tests the cells defined as the range. If the cells meet the criteria, the respective cells in the sum range are added together.



COUNTIFS

=COUNTIFS(criteria range, criteria...)

Tests the cells defined as the range. If the cells meet the criteria, the cells are counted. Multiple criteria ranges and criteria can be defined.



SUMIFS

=SUMIFS(sum range, criteria range, criteria)

Tests the cells defined as the range. If the cells meet the criteria, the respective cells in the sum range are added together. Multiple criteria ranges and criteria can be defined.



NOW

=NOW()

Returns the current date and time.
Note that the parentheses are required.



TODAY

=TODAY()

Returns the current date. Note that the parentheses are required.



IFERROR

=IFERROR(value, value if error)

Evaluates a formula. If the formula returns an error, the value if error is used instead.



LEFT

=LEFT(text, number of characters)

Returns the specified number of characters from the start of a text string.



RIGHT

=RIGHT(text, number of characters)

Returns the specified number of characters from the end of a text string.



MID

=MID(text, start number, number of characters)

Returns the specified number of characters from the middle of a text string, beginning at the start number.



LEN

=LEN(text)

Returns the number of characters in a text string.



LARGE

=LARGE(array,k)

Returns the k-th largest value in a dataset. For example, the third next available appointment.



SMALL

=SMALL(array,k)

Returns the k-th smallest value in a dataset. For example, the second smallest BMI reading.



Next Time...

Flash Fill

Conditional Formatting

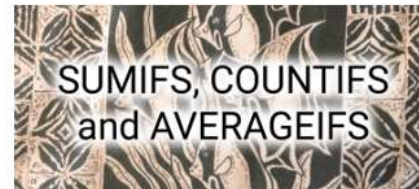
Tables

Charts

Maps



Next Steps



mooresolutionsinc.com/excelfunctions



Nate Moore



MooreSolutionsInc.com

 **PivotTableGuy** 

