
HOW TO OPEN MICROSOFT EXCEL?

Start □ Excel

WHAT IS MS-EXCEL SPREADSHEET?

Microsoft Office is a suite of productivity software developed by **Microsoft**. Microsoft is an American software company, whose founder is Bill Gates. It includes a collection of programs used for office work like writing documents, creating spreadsheets, making presentations, sending emails, and more.

Microsoft Office एक प्रोडक्टिविटी सॉफ्टवेयर का समूह (**Software Suite**) है से **Microsoft** कंपनी ने बनाया है। माइक्रोसॉफ्ट अमेरिका की एक सॉफ्टवेयर कंपनी है, जिसके संस्थापक का नाम बिल गेट्स है। **Microsoft Office** का उपयोग कार्यालय (Office), स्कूल, और व्यक्तिगत कार्यों के लिए किया जाता है। इसमें कई प्रोग्राम शामिल हैं जो विभिन्न प्रकार के कामों के लिए उपयोग होते हैं जैसे – डॉक्यूमेंट बनाना, डेटा स्टोर करना, प्रेजेंटेशन बनाना, ईमेल भेजना आदि।

- ♦ **Common Microsoft Office Applications:**

(**Microsoft Office** के मुख्य प्रोग्राम:)

1. **Microsoft Word** – Creating and editing text documents (e.g. making reports, letters, resumes, writing books, preparing notes, preparing question papers for exams, etc.

टेक्स्ट डॉक्यूमेंट (जैसे रिपोर्ट, पत्र, बायोडेटा बनाना, किताब लिखना, नोट्स तैयार करना, परीक्षा का प्रश्न पत्र तैयार करना आदि) बनाने और संपादित करने के लिए।

2. **Microsoft Excel** is a tool used for calculation, keeping records, and making reports, which helps us work faster and more accurately.

माइक्रोसॉफ्ट एक्सेल एक ऐसा टूल है जिसका उपयोग गणना करने, रिकॉर्ड रखने और रिपोर्ट बनाने के लिए किया जाता है, जो हमें तेजी और सटीकता से काम करने में मदद करता है।

Microsoft Excel is a computer program used for **doing calculations, organizing data, and analyzing information.**

Microsoft

Excel एक कंप्यूटर प्रोग्राम है जिसका इस्तेमाल हम अंक गणना (**calculation**), डेटा को व्यवस्थित करने (**organize data**) और विश्लेषण (**analysis**) करने के लिए करते हैं।

It is a **spreadsheet software** where data is stored in **rows** and **columns**. The place where a row and a column meet are called a **cell**.

यह एक स्प्रेडशीट सॉफ्टवेयर है, जिसमें डेटा पंक्तियों (**rows**) और स्तंभों (**columns**) में रखा जाता है। जहाँ ये दोनों मिलते हैं, उसे सेल (**cell**) कहते हैं।

➤ What can we do with Excel?

1. **Calculations:** You can do addition, subtraction, multiplication, and division & lot more using formulas.
2. **Create Lists:** Like student attendance, staff salary, item lists, etc.
3. **Make Charts and Graphs:** To understand data easily and visually.
4. **Data Analysis:** To study and understand data for making better decisions.

➤ Where is Excel used? (यह कहाँ-कहाँ उपयोग होता है?)

- In schools and colleges (स्कूल और कॉलेजों में)
- In offices to prepare reports (ऑफिसों में रिपोर्ट तैयार करने के लिए)
- In shops for maintaining accounts (दुकानों में हिसाब-किताब के लिए)
- In banks and companies for managing data (बैंकों और कंपनियों में डेटा मैनेजमेंट के लिए)

In Short:

Microsoft Excel is a tool used for calculation, keeping records, and making reports, which helps us work faster and more accurately.

Microsoft Excel

Microsoft

Excel एक ऐसा टूल है जो गणना, डेटा रिकॉर्ड और रिपोर्ट बनाने के काम आता है, जिसे काम जल्दी और सही होता है।

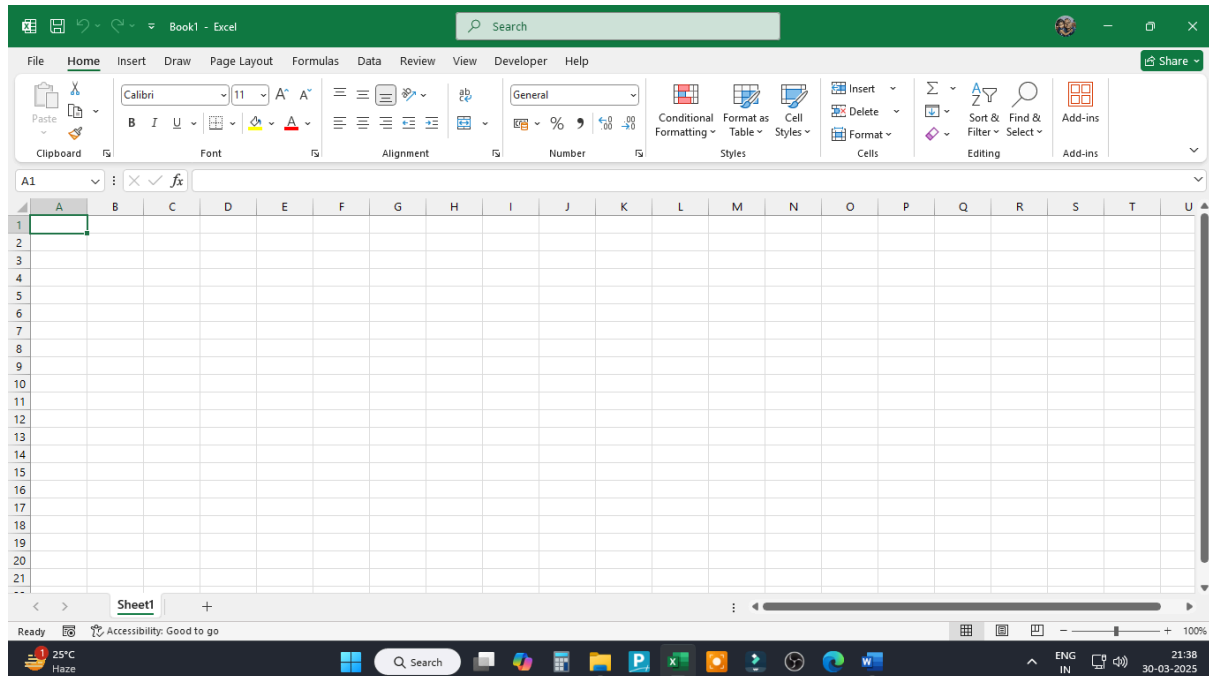


Figure 1: Microsoft Excel Window.

	A	B	C	D	E
1	ITEM NO	NAME	PRICE	QUANTITY	COST
2	SAM01	MOUSE	180	5	900
3	SAM02	KEYBOARD	240	5	1200
4	SAM03	HARD DISK	4100	5	20500
5	SAM04	MONITOR	5500	5	27500
6	SAM05	NCOMPUTING	11500	5	57500
7	TOTAL				107600
8					

Here A, B, C, D..... XFD represents columns, and 1, 2, 3, 4 1048576 represent rows.

Note: Here, C2 is the cell address of 180 in the Price column (C), and D2 is the cell address of 5 in the Quantity column (D).

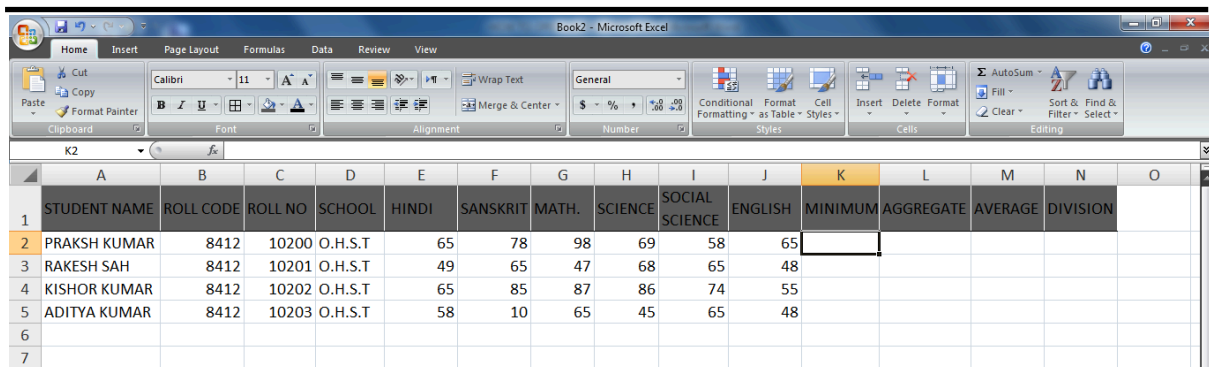
We can put the formula $=C2*D2$ in E2 and use the drag and drop facility through the mouse. If we changed the price and quantity value, the program would automatically be recalculated.

Microsoft Excel

The information entered in the worksheet can also be printed. The worksheet contains 16384 columns and 1048576 rows.

Extension name of Excel 97-2003 is .xls and Extension name of 2007 - above is .xlsx.

MARK SHEET

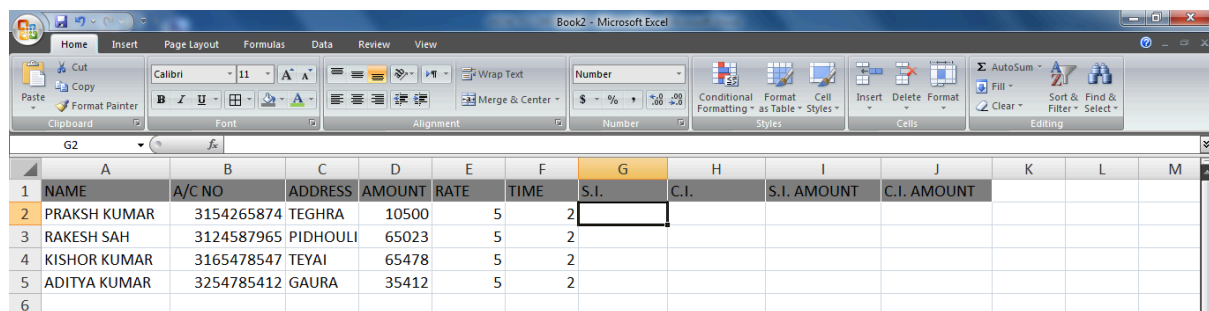


	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	STUDENT NAME	ROLL CODE	ROLL NO	SCHOOL	HINDI	SANSKRIT	MATH.	SCIENCE	SOCIAL SCIENCE	ENGLISH	MINIMUM	AGGREGATE	AVERAGE	DIVISION	
2	PRAKSH KUMAR	8412	10200	O.H.S.T	65	78	98	69	58	65					
3	RAKESH SAH	8412	10201	O.H.S.T	49	65	47	68	65	48					
4	KISHOR KUMAR	8412	10202	O.H.S.T	65	85	87	86	74	55					
5	ADITYA KUMAR	8412	10203	O.H.S.T	58	10	65	45	65	48					
6															
7															

FUNCTION

MINIMUM	=MIN(E2:I2)
AGGREGATE	=E2+F2+G2+H2+I2 OR =SUM(E2:I2)
AVERAGE	=L2/5
DIVISION	=IF(K2<30,"FAIL",IF(M2>=60,"1ST",IF(M2>=45,"2ND",IF(M2>=30,"3RD"))))

BANKING ACCOUNT SHEET



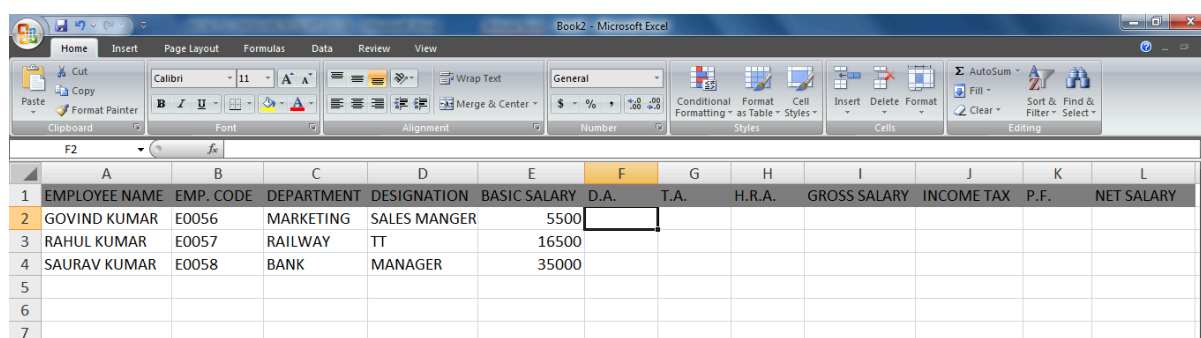
	A	B	C	D	E	F	G	H	I	J	K	L	M
1	NAME	A/C NO	ADDRESS	AMOUNT	RATE	TIME	S.I.	C.I.	S.I. AMOUNT	C.I. AMOUNT			
2	PRAKSH KUMAR	3154265874	TEGHRA	10500	5	2							
3	RAKESH SAH	3124587965	PIDHOULI	65023	5	2							
4	KISHOR KUMAR	3165478547	TEYAI	65478	5	2							
5	ADITYA KUMAR	3254785412	GAURA	35412	5	2							
6													

Microsoft Excel

FUNCTION

SIMPLE INTEREST (S.I.)	=D2*E2*F2/100
COMPOUND INTEREST (C.I.)	=D2*(1+E2/100)^F2-D2
S.I. AMOUNT	=D2+G2
C.I. AMOUNT	=D2+H2

EMPLOYEMENT SHEET



	A	B	C	D	E	F	G	H	I	J	K	L
	EMPLOYEE NAME	EMP. CODE	DEPARTMENT	DESIGNATION	BASIC SALARY	D.A.	T.A.	H.R.A.	GROSS SALARY	INCOME TAX	P.F.	NET SALARY
2	GOVIND KUMAR	E0056	MARKETING	SALES MANGER	5500							
3	RAHUL KUMAR	E0057	RAILWAY	TT	16500							
4	SAURAV KUMAR	E0058	BANK	MANAGER	35000							
5												
6												
7												

FUNCTION

D.A. (DINNER ALLOWANCE)	=E2*8%
T.A. (TRAVELLING ALLOWANCE)	=E2*6%
H.R.A. (HOUSE RENT ALLOWANCE)	=E2*12%
GROSS SALARY	=E2+F2+G2+H2 OR =SUM(E2:H2)
INCOME TAX	=E2*4%
P.F.(PROVIDENT FUND)	=E2*12%
NET SALARY	=I2-(J2+K2)

PRODUCT SHEET

Microsoft Excel

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J	K
	UNIT NAME	UNIT CODE	UNIT COST	UNIT QUANTITY	INVESTMENT RS.	FAIR	FREIGHT	VAT/CST	OWN PROFIT	TOTAL INVESTMENT	RATE PIECE
2	HARD DISK	LG002	4100	25							
3	MONITOR	LG0005	5500	25							
4	PEN DRIVE	HP004	1300	25							
5	MOTHERBOARD	ECS003	3600	25							
6	NCOMPUTING	NC360	11500	25							

FUNCTION

INVESTMENT RS.	=C2*D2
FAIR	=E2*2%
FREIGHT	=E2*3%
VAT/CST	=E2*5%
OWN PROFIT	=E2*5%
TOTAL INVESTMENT	=E2+F2+G2+H2+I2 OR =SUM(E2:I2)
RATE PIECE	=J2/D2

MEDICAL PRODUCT SHEET

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M
	MEDICINE NAME	PACKING	BATCH NO	MFC	M.F.D.T.	EXP.DATE	RATE	PIECE	VALUE	VAT	OWN PROFIT	TOTAL RATE	RATE PIECE
2	DETTOL	1*20	B2102	CADILA	Feb-10	Feb-11	30	25					
3	SOFRAMICINE	1*10	B1021	IMONS FARMA	Mar-14	Mar-14	45	25					
4													
5													
6													

FUNCTION

VALUE	=G2*H2
VAT	=I2*5%
OWN PROFIT	=I2*6%
TOTAL RATE	=I2+J2+K2 OR =SUM(I2:K2)
RATE PIECE	=L2/H2

WHAT IS FUNCTION?

Ms-Excel can provide many types of formulas. It is also called function.

The function is very useful and powerful part in any software. The function allows returning number of different options to solve in short period always. The function can be specified by user parenthesis. The symbol of function is (). It is used to begin any functional part of the function.

The function may be divided into several groups depending on nature.

- Mathematical function
- Static function
- Financial function
- Date and Time function.
- String function
- Logical function

DESCRIPTION OF ALL GROUP FUNCTION		
1. TODAY()		
	Today function is used to display the current system date.	
	Syntax:	=TODAY() 24-06-2025
2. NOW()	Now function is used to display the current system date & time.	
	Syntax:	=NOW() 24-06-2025 18:28
3. SUM()	Adds all the numbers in a range of cells.	
	Syntax:	=SUM(number1,[number2],...)

		<table border="1"> <thead> <tr> <th></th><th>A</th><th>B</th></tr> </thead> <tbody> <tr><td>1</td><td>20</td><td>8</td></tr> <tr><td>2</td><td>15</td><td>2</td></tr> <tr><td>3</td><td>35</td><td>6</td></tr> <tr><td>4</td><td>30</td><td>4</td></tr> <tr><td>5</td><td>50</td><td>5</td></tr> <tr><td>6</td><td>150</td><td>25</td></tr> </tbody> </table>		A	B	1	20	8	2	15	2	3	35	6	4	30	4	5	50	5	6	150	25
	A	B																					
1	20	8																					
2	15	2																					
3	35	6																					
4	30	4																					
5	50	5																					
6	150	25																					
	Example:	=SUM(A1:A5) 150 =SUM(B1:B5) 25 =SUM(A1:A5,B1:B5) 175 Adds the values in cells A1:A5, as well as cells B1:B5. =SUM(A1+B1) 28																					
4. PRODUCT()		Product function is used to multiply two or more cell value.																					
	Syntax:	=PRODUCT(number1, [number2], ...)																					
		<table border="1"> <thead> <tr> <th></th><th>A</th><th>B</th></tr> </thead> <tbody> <tr><td>1</td><td>5</td><td>7</td></tr> <tr><td>2</td><td>3</td><td>2</td></tr> <tr><td>3</td><td>20</td><td>6</td></tr> <tr><td>4</td><td>10</td><td>3</td></tr> <tr><td>5</td><td>3000</td><td>252</td></tr> </tbody> </table>		A	B	1	5	7	2	3	2	3	20	6	4	10	3	5	3000	252			
	A	B																					
1	5	7																					
2	3	2																					
3	20	6																					
4	10	3																					
5	3000	252																					
	Example:	=PRODUCT(A1:A4) 3000 =PRODUCT(B1:B4) 252 =PRODUCT(A1:A4,B1:B4) 756000 =PRODUCT(A1*B1) 35																					

5. ABS()	It is also called absolute function. Returns the absolute value of a number. The absolute value of a number is the number without its sign.
	Syntax: =ABS(number)
	Example: =ABS(-50) 50
6. EVEN()	Even function is used to return even value from cell value but return always increment condition.
	Syntax: =EVEN(number)
	=EVEN(5) 6 =EVEN(6) 6
7. ODD()	Odd function is used to return odd value from cell value but return always increment condition.
	Syntax: =ODD(number)
	=ODD(5) 5 =ODD(6) 7
8. FACT()	It is also called factorial value. To return the factorial value form any numerical value.
9.	
10.	
11.	

Syntax: =FACT(5)

120

5*4*3*2*1=120

=FACT(3)

EXAMPLES:

1. MOD()

Mod function is used to Returns the remainder after number is divided by divisor.

Syntax: =MOD(15,2)
1
=MOD(100,6)
4

2. SQRT()

Sqrt function is used to return the square value from any numerical value.

Syntax: =SQRT(16)
4
=SQRT(169)
13

3. LOG()

Log function is used to return Returns the logarithm of a number to the base you specify.

Syntax: =LOG(16,4)
2
=LOG(8,2)
3

4. EXACT()

Exact function compares two text strings and returns TRUE if they are exactly the same, FALSE otherwise. EXACT is case-sensitive but ignores formatting differences.

Syntax: =EXACT("VISIONTECH","VISIONTECH")
TRUE
=EXACT("DCA","BCA")
FALSE

5. CONCAT ()

Join two or more text strings into one text string.

Syntax: =CONCAT ("SOFT","WARE")
SOFTWARE
=CONCAT ("VISION","TECH")
VISIONTECH

6. FIND()

Find function is used to search for any particular text or number than return length number.

Syntax: = FIND("P", "COMPUTER")
 4
 = FIND("T", "VISIONTECH")
 7

7. SEARCH()

Search and find function are both the same.

Syntax: = SEARCH("P", "COMPUTER")
 4
 = SEARCH("T", "VISIONTECH")
 7

8. LEFT()

Left function is used to return the value of left side from any particular length number.

Syntax: = LEFT("VISIONTECH", 6)
 VISION
 = LEFT("COMPUTER", 3)
 COM

9. RIGHT()

Right function is used to return the value of Right side from any particular length number.

Syntax: = RIGHT("VISIONTECH", 4)
 TECH
 = RIGHT("COMPUTER", 5)
 PUTER

10. LEN()

Len function is used to return the length of any particular text value.

Syntax: = LEN("COMPUTER")
 8
 = LEN("BCA")
 3

11. LOWER()

Convert all uppercase letters into a text string to lowercase.

Syntax: =LOWER("VISIONTECH")
 visiontech
 =LOWER("SOFTWARE")
 software

21. 45 UPPER()

Convert all lowercase letters into a text string to uppercase.

Syntax: =UPPER("visiontech")
 VISIONTECH
 =UPPER("software")
 SOFTWARE

22. PROPER()

Proper function is used to capitalize first letter of each word and converts all other letters to lowercase.

Syntax: =PROPER("visiontech computer")
 Visiontech Computer
 =PROPER("charles babbage")
 Charles Babbage

23. DATE()

To put any date in (Year, Month, Day) format than return the date in Month, Day, Year format.

Syntax: =DATE(2012,12,1)
 12/1/2012

24. DATEVALUE()

DATEVALUE to convert a date represented by text to a serial number.

Syntax: = DATEVALUE("01/01/1900")
 1
 =DATEVALUE("01/01/1901")
 367

Note: Excel stores dates as sequential serial numbers so they can be used in calculations. By default, January 1, 1900, is serial number 1, and January 1, 2008, is serial

number 39448 because it is 39,448 days after January 1, 1900.

25. DAY()

Returns the day of a date, represented by a serial number. The day is given as an integer ranging from 1 to 31.

Syntax: =DAY("15-Apr-2008")
 15

26. WEEKDAY()

Returns the day of the week corresponding to a date. The day is given as an integer, ranging from 1 (Sunday) to 7 (Saturday), by default.

Syntax: =WEEKDAY("12/26/2014")
 6
 =WEEKDAY("12/26/2014",2)
 5
 =WEEKDAY("12/26/2014",3)
 4

27. MONTH()

Returns the month of a date represented by a serial number. The month is given as an integer, ranging from 1 (January) to 12 (December).

Syntax: =MONTH("15-Apr-2008")
 4
 =MONTH("15-Dec-2014")
 12

28. YEAR()

Returns the year corresponding to a date. The year is returned as an integer in the range 1900-9999.

Syntax: =YEAR("15-Apr-2008")
 2008
 =YEAR("15-Dec-2014")
 2014

29. HOUR()

Returns the time value. The time is given as an integer, ranging from 0 (12:00 A.M.) to 23 (11:00 P.M.).

Syntax: =HOUR("3:30:30 AM")
 3
 =HOUR("3:30:30 PM")
 15

30. MINUTE()

Returns the minutes of a time value. The minute is given as an integer, ranging from 0 to 59.

Syntax: =MINUTE("3:30:30 AM")
 30
 =MINUTE("3:30:30 PM")
 30

31. TIMEVALUE()

Returns the decimal number of the time represented by a text string. The decimal number is a value ranging from 0 (zero) to 0.99999999, representing the times from 0:00:00 (12:00:00 AM) to 23:59:59 (11:59:59 P.M.).

Syntax: =TIMEVALUE("12:00 AM")
 0
 =TIMEVALUE("12:00 PM")
 0.5

32. TIME()

Returns the decimal number for a particular time. If the cell format was General before the function was entered, the result is formatted as time.

Syntax: =TIME(7,35,60)
 7:36 AM
 =TIME(17,35,60)
 5:36 PM

33. INT()

Rounds a number down to the nearest integer.

Syntax: =INT(8.9)
 8
 =INT(-8.9)
 -9

34. MEDIAN()

Returns the median of the given numbers. The median is the number in the middle of a set of numbers

Syntax: =MEDIAN(1,2,3,4,5)
3
=MEDIAN(65,20,100)
65

35. MAX()

Returns the largest value in a set of values.

Syntax: =MAX(100,50,200,201)
201
=MAX(250,365,478,985,254)
985

36. MIN()

Returns the Smallest value in a set of values.

Syntax: =MIN(100,50,200,201)
50
=MIN(250,365,478,985,254)
250

37. PI()

Returns the number 3.14159265358979, the mathematical constant pi, accurate to 15 digits.

Syntax: =PI()
3.14159265358979
=PI()/2
1.570796327
=PI()*(A2^2)
28.27433388

Example: A2=3
Area of a circle, with the

radius 3

38. POWER()

Returns the result of a number raised to a power.

Syntax: =POWER(5,2)
25

39. COUNT()

Counts the number of cells that contain numbers and counts numbers within the list of arguments. Use COUNT to get the number of entries in a number field that is in a range or array of numbers.

Syntax: =COUNT(5,6,1,2,2)
5
=COUNT(5,6,1,2,2,8)
5
=COUNT(5,6,1,2,2,"visiontech",8)
6

40. MID()

MID returns a specific number of characters from a text string, starting at the position you specify, based on the number of characters you specify.

Syntax: =MID("Computer",4,3)
put
=MID("Keshav Mishra",8,6)
Mishra

41. FLOOR()

Rounds number down, toward zero, to the nearest multiple of significance.

Syntax:	=FLOOR(A1,B1)	Example: A1=50
	48	B1=3
	=FLOOR(50,3)	
	48	

42. AVERAGE()

Average function returns the average of multiple cell value.

Syntax:	=AVERAGE(A1:E1)	Example: A1=10
	20	B1=20
	=AVERAGE(A1,B1,C1,D1,E1)	
C1=15		
	20	D1=5
	=AVERAGE(10,20,15,5,50)	E1=50
	20	

43. LARGE()

Large function returns the specified largest value from any two or more-cell value.

Syntax:	=LARGE(A1:H1,3)	Example:	A1=10
	50		B1=20
	=LARGE(A1:H1,1)		C1=15
	112		D1=5
	=LARGE(A1:H1,5)		E1=50
	20		F1=70
			G1=26
			H1=112

44. SMALL()

Small function returns the specified smallest value from any two or more cell values.

Syntax:	=SMALL(A1:H1,3)	Example:	A1=10
	20		B1=20
	=SMALL(A1:H1,1)		C1=15
	5		D1=5
	=SMALL(A1:H1,5)		E1=50
	26		F1=70
			G1=26
			H1=112

45. RANK()

Rank function returns the rank of a number in a list of numbers.

Syntax:	=RANK(70,A1:H1)	Example:	A1=10
	2		B1=20
	=RANK(20,A1:H1)		C1=15

5
=RANK(50,A1:H1)
3

D1=5
E1=50
F1=70
G1=26
H1=112

46. SUBSTITUTE()

Substitutes new text for old text in a text string. Use SUBSTITUTE when you want to replace specific text with a text string.

Syntax:

=SUBSTITUTE(A1,"soft","Tech")

Example:

A1=Visionsoft

VisionTech

=SUBSTITUTE("Bachelor of Computer Application","Bachelor","Master")
Master of Computer Application

47. CHAR()

Char function return ASCII character specified by a number.

Syntax: =CHAR(90)

Example: 65-90 =

A-Z

Z

97-122 = a-z

=CHAR(65)

A

=CHAR(97)

a

48. CODE()

Code function return Character to ASCII or numerical number.

Syntax: =CODE("Z")

Example: 65-90 = A-Z

90

97-122 = a-z

=CODE("A")

65

=CODE("a")

97

49. DEGREES()

Degree function converts radians into degrees.

Syntax: =DEGREES(PI())

Example: Degrees=

$$\frac{\text{Radians} \times 180}{\pi}$$

180

=DEGREES(30)

1718.873

50. RADIANS()

Radians function converts degrees to radians.

Syntax: =RADIANS(270)

Example: Radians=

$$\text{Degrees} \times \frac{\pi}{180}$$

4.712389

51. FIXED()

Rounds a number to the specified number of decimals, formats the number in decimal format using a period and commas, and returns the result as text.

Syntax: =FIXED(1234.567,1)

1234.6

=FIXED(-1234.567,-1)

1230

=FIXED(44.332)

44.33

52. INFO()

Info function returns information about the current operating environment.

- | | |
|----------------|---|
| 1. "Directory" | Path of the current directory or folder. |
| 2. "Numfile" | Number of active worksheets in the open workbook. |
| 3. "osversion" | Current operating system version, as text. |
| 4. "Release" | Version of Microsoft Excel, as text. |
| 5. "System" | Name of the operating environment: |

Macintosh = "mac", Windows =
"pcdos"

Syntax:

1. =INFO("DIRECTORY")
C:\Users\VISIONTECH\Documents\
2. =INFO("NUMFILE")
3
3. =INFO("OSVERSION")
Windows (32-bit) NT 6.01
4. =INFO("RELEASE")
12.0
5. =INFO("SYSTEM")
Pcdos

52. COLUMN()

Returns the column number of the given reference.

Syntax: =COLUMN() (Note: Cursor pointer at E
column)
5

53. COLUMNS()

Returns the number of columns in an array or reference.

Syntax: =COLUMNS(C1:E4)
3
=COLUMNS({1,2,3;4,5,6})
3

54. ROW()

Returns the row number of the given reference.

Syntax: =ROW() (Note: Cursor pointer at 7TH row)
7
=ROW(A7)

2

55. ROWS()

Returns the number of rows in a reference or array.

Syntax: =ROWS(C1:E4)
4
=ROWS({1,2,3;4,5,6})
2

56. DOLLAR()

This function converts a number to text using currency format,

with the decimals rounded to the specified place.

Syntax: =DOLLAR(5)
\$5.00
=DOLLAR(1234.567,2)
\$1234.56
=DOLLAR(-1234.567,-2)
\$1200
=DOLLAR(99.888)
99.89

57. TRIM()

Trim function removes all spaces from text except for single space.

between words.

Syntax: =TRIM("VISIONTECH COMPUTER")
VISIONTECH COMPUTER
=TRIM("IBM CORPORATION")
IBM CORPORATION

58. AREAS()

Return the number of areas in reference. An area is a range of contiguous cells or a single cell.

Syntax: =AREAS(B2:D4)
1
=AREAS((B2:D4,E5,F6:I9))

3
=AREAS(B2:D4 B2)
1

59. REPT()

Rept function repeats text a given number of times.

Syntax: =REPT(" ",10)

=REPT("VISIONTECH",3)
VISIONTECH VISIONTECH VISIONTECH

60. T()

T function returns the text referred to by value.

Syntax: =T(A1)

Example: A1=Rainfall

Rainfall

B1=19

=T(B1)

C1=TRUE

Because the second value is a number, empty text is returned.

=T(C1)

Because the third value is a logical value, empty text is returned.

61. VALUE()

Converts a text string that represents a number to a number.

Syntax: =VALUE("\$1,000")

1000

=VALUE("16:48:00")-VALUE("12:00:00")

0.2 or 4:48

62. AND()

And function checks whether all arguments are TRUE and return TRUE if all arguments are TRUE.

Syntax: =AND(50>40,30<60,50=48)

FALSE

=AND(50>40,30<60,50=50)

TRUE

63. OR()

Or function checks whether any of the arguments are TRUE and return TRUE or FALSE, Returns FALSE only if all arguments are FALSE.

Syntax: =OR(50>40,60<30,40=30)
TRUE
=OR(50>40,60<30,40=40)
TRUE
=OR(50<40,60<30,40=30)
FALSE

64. NOT()

Not function changes FALSE to TRUE or TRUE to FALSE.

Syntax: =NOT(FALSE)
TRUE
=NOT(TRUE)
FALSE
=NOT(50>60)
TRUE
=NOT(50<60)
FALSE

65. IF()

Returns one value if a condition you specify evaluates to TRUE and another value if it evaluates to FALSE. Use IF to conduct conditional tests on values and formulas.

Syntax: Example: A2=50
=IF(A2<=100,"WITHIN BUDGET","OVER BUDGET")
WITHIN BUDGET

Note: To see Division Function of Mark sheet.

66. HLOOKUP()

The Hlookup function looks for a value in the top row of a table or array of values and returns the value same column from a row you specified.

Syntax:
=HLOOKUP("BASIC",A1:C6,6,FALSE)
2000
=HLOOKUP("HRA",A1:C6,4)
680
=HLOOKUP("DA",A1:C6,2)
290
=HLOOKUP("DA",A1:C6,4)

	A	B	C
1	BASIC	HRA	TA
2	1500	600	300
3	1450	580	290
4	1700	680	340
5	1400	560	280
6	2000	800	400

340

67. VLOOKUP()

Vlookup function looks for value in the leftmost column of a table and then returns a value in the same row from a column you specified. By default, the table must be sorted in an ascending order.

Syntax:

=VLOOKUP("RAHUL",A1:B6,2,FALSE)

17

=VLOOKUP("KARAN",A1:B6,2,FALSE)

30

	A	B
1	NAME	AGE
2	AMIT	15
3	RAHUL	17
4	KISHOR	24
5	PANKAJ	26
6	KARAN	30

