

Happy Valley Business School Coimbatore								
Placement Training								
Sub	MES Masters					Code:		
Batch	2022-24		Max Marks:	100	Sem:	II	Branch:	MBA
Faculty In - charge					Mr. Santhosh Raja R			

Lab Record:

Day 1:

Functions in Excel:

1. Sum:

- =Sum(range) or use Auto Sum Icon in the Home menu

2. Average:

- =average(range)

3. Sumif:

- =sumif(Range,criteria,sumrange)
 - Used to count sum of selected criteria
 - Dropdown list box

1. Data – Data Validation- Allow – List – Select Range

4. Count

- =count(range) - to count the number of cells
- =counta(cellrange) – to count the valid cells
- =countblank(cellrange) – to count the blank cells
- =Countif(range,criteria) – to count the selected range based on the said condition

5. Concatenate:

- =concatenate(cell1,cell2) – joins the words/values from 2 cells
- Eg:=concatenate(b1,b2)

Lab Record:

Day 2:

Functions in Excel:

1. IF – can be used to do logical function

a. Syntax =if(condition,true,false)

i. Eg:=if(b1="lemon","yes it's a lemon","No its not a Lemon")

ii. Eg:if(B5>30,b5*10,b5-10)

2. Vlookup – to see list of items from the vertical column

a. Syntax =vlookup(lookupvalue,tablearray,column index,false)

i. False – exact match

ii. True – approximate match

3. Hlookup - to see list of items from the Horizontal Row

4. Conditional Formatting:

a. Highlighting the Cell Range – got to home tab – select conditional formatting – Highlight Cell Rule - >= / <= etc..

b. Top Bottom rules