

Excel Tips

The formula tips for the use of the PAO people are given below. The formula should be typed in formula bar.

Sum of the cells: To add A1 TO E1 continuously

=SUM(A1,B1,C1,D1,E1)

OR

=SUM(A1:E1)

OR

=A1+B1+C1+D1+E1

Sum of the cells: To add A1,C1,F1

=SUM(A1,C1,F1)

OR

=A1+C1+F1

Using condition to add:

In the following example the total amount of sales given by the salesman A is

Salesman	Amount
A	10000
B	20000
A	15000
A	25000
B	30000

=SUMIF(A2:A6,"A",B2:B6)

= 50000

Here A2:A6 = Range to evaluate

A = Criteria

and B2:B6 =Range to sum

Salesman	Amount	Region
A	10000	South
B	20000	North
A	15000	South
A	25000	East
B	30000	West

=SUMIF(D2:D6,"South",C2:C6)

=25000

Salesman	Sales	Target	Bonus
A	600	600	0
B	1200	1000	24
C	1000	900	20
D	1100	1000	22

Bonus, if sales is greater than the target then 2% bonus will be given

Bonus = If(b2>c2,b2*2%,0)

Salesman	Sales	Target	Bonus	
A	600	600	0	
B	1200	1000	24	TOP PERFORMER
C	1000	900	20	
D	1100	1000	22	TOP PERFORMER

=IF(C3=MAX(\$C\$2:\$C\$5),"TOP PERFORMER", "")

Students	Marks	Marks
A	75	85
B	94	80
C	86	93

=AVERAGEIF(B2:B4,">80",B2:B4)

Ans: 90

=COUNTIF(B2:B5,"Pass")

Students	Result
A	Pass
B	Fail
C	Pass
D	Pass

Ans : 3

=IF(AND(B2>100,B3>100),B2+B3,"value not greater than 100")

A	100
B	75

=IF(OR(B2=100),"congratulation", "")

A	100
B	75

Rounding off to the nearest rupee

= Round(A1,0) if A1 =10.35 then Ans =10

If A1 =10.75 then Ans =11

Rounding off to one decimal

=Round(A1,1) if A1 =10.25 then Ans =10.3

If A1 =10.75 then Ans =10.8

Rounding off to the next rupee

=Ceiling(A1,1) if A1 =10.10 then Ans =11

Rounding off to the next 10 rupee

=Ceiling(A1,1) if A1 =10.70 then Ans =20

Using of Rounddown

=Rounddown(A1,0) if A1=10.70 then Ans =10

Using of Roundup

= Roundup(A1,0) if A1=10.70 then Ans =11

Find the Square

=A1^2 if A1 =10 then Ans =100

Find the Cube

=A1^3 if A1 =10 then Ans =1000

Sum of the square

=Sumsq(A1,B1,C1) if A1=11, B1=12,C1=13 then Ans =434

Subject	Marks	Grade
Maths	65	A+
Science	88	D+

Marks	Grade
60	A+
75	D+

=VLOOKUP(B2,E2:F3,2,1)

Customer	Units	Amount
A	102	113.6
B	205	307.5
C	330	745

=IF(AND(E16>100,E16<201),110+(E16-100)*1.8,IF(AND(E16>200,E16<500),290+(E16-200)*3.5,E16*1.1))

15-Feb-1959	30-Sep-2008	
	49Years7Months15Days	

=DATEDIF(A1,B1,"y") & "Years" & DATEDIF(A1,B1,"ym") & "Months"&DATEDIF(A1,B1,"md") & "Days"

COMPARING TWO STRINGS

=EXACT(A1,B1)

=EXACT(A1,B2)

baba	baby	FALSE
baby	baba	TRUE

=MATCH(A1,B1:B4,0)

=MATCH(A1,B1:B4,1)

=MATCH(A1,B1:B4,-1)

12.5	14.5	4
13.5	13.5	
13	13	
14.5	12.5	

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=CONCATENATE("Shri ", A1, CHAR(13), B1, CHAR(16), C1, " ", D1, " ", F1)

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77	70
74	72
78	75
75	74

=INDEX(A9:B12,1,2)

70

=LCM(B3,B4,B5)

1
2
3

6

=ROMAN(100)

=ROMAN(1000)

=ROMAN(1500,0)

=ROMAN(499,1)

C
M
MD
LDVLIV

Enter Amount of Loan	100000
Rate of Interest	10
Period	7 years
EMI	1660.118403

=B2*B4/1200*(1+B4/1200)^84/((1+B4/1200)^84-1)

6	144
	8640

=CONVERT(A1,"day","hr")

=CONVERT(A1,"day","mn")

10:35 AM	3:30 PM	4:55:00
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=TEXT(B1-A1,"h:mm:ss")

6	42.8
6	2
6	22.71741274
6	3.728227153
6	0.5

=CONVERT(A1,"C","F")

=CONVERT(A2,"tsp","tbs")

=CONVERT(A3,"gal","l")

=CONVERT(A4,"km","mi")

=CONVERT(A5,"in","ft")