

Excel Module 3a

More Formulas and Functions

- Inserting Functions with **AutoSum** drop down and **Formulas Tab**
- Excel has **over 200 Functions**

Excel Module 3a

More Formulas and Functions

EXAMPLE: Excel Lesson 05 / Exam, Reynolds (Practice)

- **ROUND()**
- **TODAY()**
- **NOW()**
- **IF ()**

REVIEW: Function List = 7

- **SUM()**
- **AVERAGE()**
- **MAX()**
- **MIN()**
- **COUNT()**
- **COUNTA()**
- **MEDIAN()**

Student Learning Outcomes

- **ROUND()** Function – rounds a number to a specified number of digits.

= AVERAGE(B3:B24)

=ROUND(AVERAGE(B3:B24),0)

Student Learning Outcomes

- **TODAY** Function – displays the date.
- **NOW** Function – displays the date and time.

DATE FUNCTIONS

=TODAY ()

=NOW ()

Nothing inside parenthesis



Student Learning Outcomes

IF Function – checks whether a condition is met.

*The IF statement can have **two results**. The first result is **if your comparison is True**, the second **if your comparison is False**.*

Student Learning Outcomes

- **IF** function (EX174~175)

LOGICAL FUNCTION

=IF(logical_test, value_if_true, value_if_false)

Student Learning Outcomes

- **IF** function (EX174~175)

Relational Operators

>

>=

<

<=

=

<>

LOGICAL FUNCTION

=IF(logical_test, value_if_true, value_if_false)

=IF(B3>=60, "Pass", "Fail")

*Use the dialog box to help you write the function.

Function Argument Dialog Box

IF	Fill in the Boxes
Logical Test	B3 >=60
Value_if_true	Pass
Value_if_false	Fail

Relational Operators	
>	>=
<	<=
=	<>



Student Learning Outcomes

- **IF** function (EX174~175)

Relational Operators	
>	>=
<	<=
=	<>

LOGICAL FUNCTION

=IF(logical_test, value_if_true, value_if_false)

=IF(B6<5, 22.50, 0)



Function Argument **Dialog Box**

Relational Operators	
>	>=
<	<=
=	<>

IF	Fill in the Boxes
Logical Test	B6 < 5
Value_if_true	22.50
Value_if_false	0

ERROR: **NO \$, NO commas,**

LOGICAL FUNCTION

=IF(logical_test, value_if_true, value_if_false)

=IF(B6>\$**5,000, “Bonus”, No Bonus”)**

Function Argument **Dialog Box**

IF	Fill in the Boxes
Logical Test	B6 > \$5,000.50
Value_if_true	Bonus
Value_if_false	No Bonus

Relational Operators	
>	>=
<	<=
=	< >

ERROR: ****NO**** \$, **NO** commas,

Function Argument Dialog Box

Relational Operators

IF	Fill in the Boxes
Logical Test	B6 > 5000.50
Value_if_true	Bonus
Value_if_false	No Bonus

>	>=
<	<=
=	< >

Correct Way!!

