



THE MAGIC OF EXCEL: FUNCTIONS THAT MAKE OUR LIFE EASIER

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Introduction

Have you ever imagined yourself as a magician? Awareness of Excel functions will give you the power to be one. Your mouse will be the wand which will make your commands come true with every spell. Your spreadsheet will be the world of your magic who's waiting to submit for all your orders.

Excel is one of the most popularly used electronic spreadsheet software worldwide. As a spreadsheet, Excel is generally used in storing numerous economic facts. Its uses are utilized in figuring out enterprise income and loss, helps in calculating repayment plans for mortgages and loans, in addition to figuring the minimal, most, and common values in a specific variety of data. Excel is also useful in studying diverse information and facts traits with the use of charts at the side of graphs, further to filtering, sequencing with the aid of significance, and sorting out facts of specific document.

These kinds of economic work that typically takes time to manually method, arrange, edit, and frequently times tiring to manipulate are made clean through the usage of the Excel software. And the information which might be saved may be easily accessed and converted into a PowerPoint or digital presentation, printed into a file form, or posted on a web page.

Excel is taken into consideration effective software program, flexible, and smooth to work with. It could be used now not only for commercial enterprise functions; however, it can additionally be applied for realistic uses like a calculator, a way to manage one's price range, prepared right into a calendar or scheduler, an electronic planner, or in growing any sort of checklist that you'll be able to think of.

Now it's time to learn how to use the wand and memorise the spell's functions that will make your life easier:

Basic Math Functions

Right here are the fundamental formulas you'll need to realize:

1. Subtraction: type "=" in a clean cell where you want the distinction to appear, click the cell you want to subtract from, kind "-", click the cellular you need to subtract, and then hit enter.
2. Multiplication: kind "=" in a clean cell in which you need the total to seem, click the cellular for a number you need to multiply, kind "*", click the mobile for the other variety you need to multiply, after which hit input.
3. Division: kind "=" in a blank cell wherein you want the remainder to seem, click the mobile for the variety you want to divide, kind "/", click on the mobile for the wide variety you need to divide by using, after which hit input

The SUM Functions

The sum characteristic is the most used function in relation to computing facts on Excel. This feature works to sum a set of numbers in a specific set of cells. this indicates you don't need to kind an extended cumbersome method simply to calculate the sum of all the records you want. because of its popularity, more modern versions of Microsoft Excel have a button specifically for this feature.

This function is finished through typing the formula at the characteristic bar and highlighting the cells you need summed before clicking "input". you also want to be careful in highlighting cells, as Excel will sum everything you include. If this happens, you could effortlessly click the "Undo" button to reset the values again to its original nation.

The Average Function

The average function is a particularly great tool for obtaining the typical price during a vary of cells. just like the total operate, it's oftentimes utilized in computing and analysing information on program. Basically, the typical operate works to seek out the "arithmetic mean" for a bunch of cells. You must take into consideration the following points when you work with the average function.

- Arguments will either be numbers or names, ranges, or cell references that contain numbers.

- Logical values and text representations of numbers that you simply kind directly into the list of arguments square measure counted.
- If a spread or cell reference argument contains text, logical values, or empty cells, those values square measure ignored; but, cells with the worth zero square measure enclosed.
- Arguments that square measure error values or text that can't be translated into numbers cause errors.
- If you wish to incorporate logical values and text representations of numbers in an exceedingly reference as a part of the calculation, use the AVERAGEA perform.
- If you wish to calculate the common of solely the values that meet sure criteria, use the AVERAGEIF perform or the AVERAGEIFS perform.

The VLOOKUP Function

The function is used to look up for a piece of information in a large segment of data and pull that data to your newly formed table. You have to visit the function option. The insert function tab will let you enter 'VLOOKUP' or you can find it in the list. Once it is selected a wizard box will open with different set of box options.

You can enter your variables into:

- **Lookup value:** This is the option where your typed variables will go to look for the values in the cells of the larger table for information.
- **Table Array:** It sets the range of the large table from where the information will be drawn. It sets the extent of the data you want to pick.
- **Col_index_num:** This command box specifies the column from where data must be pulled.
- **Range lookup:** In this command you enter either true or false. The true option will give the set of information which is the closest to what you want to find, when anything does not match with the variables. When you enter false it will give you the exact value you are looking for or will show #N/A when the data is not found.



Rawan Baher is a member of the office administration and management team. She is responsible for all the daily tasks of the company including invoicing, collections, recurring fees organization, strategic reporting and payments monitoring .She is also responsible for the office management and for any tasks related with the office of IBSCY LTD in Limassol. Currently, she is using MS Excel on a daily basis and the above article was written based on her personal experience..