

एकसेलका आधारभूत सूत्रहरु

पूण ओलोबाट संकलित

SUM & PRODUCT

SUM

- यस सूत्रको प्रयोगबाट सेलका संख्याहरू जोडिन्छ | Adds all the numbers in a range of cells.
- **Syntax** =SUM(number1,number2, ...)
- **Number1, number2, ...** are 1 to 255 arguments for which you want the total value or sum.
- Numbers, logical values, and text representations of numbers that you type directly into the list of arguments are counted. See the first and second examples following.
- If an argument is an array or reference, only numbers in that array or reference are counted. Empty cells, logical values, or text in the array or reference are ignored. See the third example following.
- Arguments that are error values or text that cannot be translated into numbers cause errors.

PRODUCT

- यस सूत्रबाट तलको रूपमा दिइएका सबै संख्याहरू गुणन गरेर गुणनफल निकालिन्छ | Multiplies all the numbers given as arguments and returns the product.
- **Syntax** =PRODUCT(number1,number2,...)
- **Number1, number2, ...** are 1 to 255 numbers that you want to multiply.
- Arguments that are numbers, logical values, or text representations of numbers are counted; arguments that are error values or text that cannot be translated into numbers cause errors.
- If an argument is an array or reference, only numbers in the array or reference are counted. Empty cells, logical values, text, or error values in the array or reference are ignored.

Examples of Formula.xlsx - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Nitro Pro 9

Cut Copy Paste Format Painter Clipboard

Arial 16 A A

B I U

Wrap Text Merge & Center

Alignment

General

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Number

Conditional Formatting as Table Cell Styles

Styles

Insert Delete Format

Cells

AutoSum Fill Clear Sort & Find & Filter Select

Editing

C455 fx To Multiply, use the * (star sign) arithmetic operator. (10)

	A	B	C	D
451	-5	Example 1 : SUM (SUBTRACT) & PRODUCT (DIVIDE)		
452	15	Formula	Description (Result)	
453	30	=3+2	To Add, use the + (plus sign) arithmetic operator. (5)	
454	5	=5-2	To Subtract, use the - (minus sign) arithmetic operator. (3)	
455		=5*2	To Multiply, use the * (star sign) arithmetic operator. (10)	
456		=5/2	To Divide, use the / (slash sign) arithmetic operator. (2.5)	
457		=A453-A452	Subtracts 15 from 30 (15)	
458		=SUM(A451:A454)	Adds all numbers in the list, including negative numbers (45)	
459		=SUM(3, 2)	Adds 3 and 2 (5)	
460		=SUM("5", 15, TRUE)	Adds 5, 15 and 1, because the text values are translated into numbers, and the logical value TRUE is translated into the number 1 (21)	
461		=SUM(A451:A453)	Adds the first three numbers in the column above (40)	
462		=SUM(A451:A453, 15)	Adds the first three numbers in the column above, and 15 (55)	
463		=SUM(A453,A454, 2)	Adds the values in the last two rows above, and 2. Because nonnumeric values in references are not translated, the values in the column above are ignored (37)	
464		=PRODUCT(A451:A454)	Multiplies the numbers above (-11250)	
465		=PRODUCT(A451:A54, 2)	Multiplies the numbers above and 2 (-22500)	

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ABS

- यस सूत्रले कुनै संख्यालाई वास्तविक मूल्यमा परिवर्तन गर्छ । कुनै संख्याको वास्तविक मूल्य भनेको यसको कुनै गणितीय चिन्हरहित संख्या हो । Returns the absolute value of a number. The absolute value of a number is the number without its sign.
- **Syntax** =ABS(Number)
- माथिको **Syntax** मा =ABS सूत्र हो भने Number भनेको त्यो वास्तविक संख्या हो जसलाई तपाईं वास्तविक मूल्यमा परिवर्तन गर्न चाहनुभएको छ । **Number** is the real number of which you want the absolute value.
- **Example**
- यदि तपाईंले यसलाई एउटा खालि blank worksheet मा कपी गर्नुभयो भने बुझ्न सरल हुनेछ । The example may be easier to understand if you copy it to a blank worksheet.
- उदाहरणलाई कसरी कपी गर्न How to copy an example
 - एउटा खालि workbook वा worksheet खोल्नुहोस् Create a blank workbook or worksheet.
 - हेल्प टोपिकको उदाहरणलाई छान्नुहोस् गर्नुहोस्, याद राख्नुहोला ठाडो वा तेर्सो भागको शीर्षक भने छान्नुहुँदैन । Select the example in the Help topic. **Note** Do not select the row or column headers.
- हेल्पबाट कसरी उदाहरण सेलेक्ट गर्न Selecting an example from Help
 - CTRL+C थिच्नुहोस् Press CTRL+C.
 - worksheet मा cell A1 सेलेक्ट गर्नुहोस् र CTRL+V थिच्नुहोस् । In the worksheet, select cell A1, and press CTRL+V.
- फर्मुला र त्यसको परिणाम हेर्नको लागि CTRL+` (grave accent) थिच्नुहोस् । वा **Formulas** tab को **Formula Auditing** group मा गएर **Show Formulas** button क्लिक गर्नुहोस् । To switch between viewing the results and viewing the formulas that return the results, press CTRL+` (grave accent), or on the **Formulas** tab, in the **Formula Auditing** group, click the **Show Formulas** button.
- **Example 1** हेनुहोस् :-

	A	B	C	D
1	Example 2: ABS			
2				
3	Data	Formula	Result	Description
4	2	=ABS(2)	2	Absolute value of 2
5	-2	=ABS(-2)	2	Absolute value of -2
6	-4	=ABS(-4)	4	Absolute value of -4
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ACCRINT

- आर्वाधिक रुपमा व्याज दिनुपन जमानतको प्रोदभावी व्याज निकाल्न यो सूत्र प्रयोग गरिन्छ ।
Returns the accrued interest for a security that pays periodic interest.
- **Syntax = ACCRINT(issue,first_interest,settlement,rate,par,frequency,basis,calc_method)**
- **ध्यान दिनुपन कुरा:** मिति DATE function अनुसार राख्नुपर्छ । उदाहरणको लागि the 23rd day of May, 2008 को सट्टा DATE(2008,5,23) लेख्नुपर्छ । यदि मितिलाई [text](#) को रुपमा राखियो भने समस्या उत्पन्न हुन्छ । Dates should be entered by using the DATE function, or as results of other formulas or functions. For example, use DATE(2008,5,23) for the 23rd day of May, 2008. Problems can occur if [dates are entered as text](#).
- **issue** को ठाउँमा security निश्कासन मिति राख्नुहोस् । **Issue** is the security's issue date.
- **first_interest** को ठाउँमा जमानतको पहिलो व्याज पाक्ने मिति राख्नुहोस् । **first_interest** is the security's first interest date.
- **Settlement** को ठाउँमा जमानत भुक्तान हुने मिति राख्नुहोस् । यो मिति सधैं जमानत निश्काषनको पछाडि हुन्छ । **Settlement** is the security's settlement date. The security settlement date is the date after the issue date when the security is traded to the buyer.
- **Rate** को ठाउँमा जमानतको वार्षिक व्याजदर राख्नुहोस् । **Rate** is the security's annual coupon rate.
- **Par** को ठाउँमा जमानतको अंकितमूल्य राख्नुहोस् । यदि तपाईंले यस ठाउँमा केही राख्नुभएन भने **Par** is the security's par value. If you omit par, ACCRINT uses \$1,000.
- **Frequency** वार्षिक किस्ता संख्या हो । उदाहरणको लागि वार्षिक पेमेन्टको लागि frequency = 1; अर्धवार्षिकको लागि frequency = 2; चौमासिकको लागि frequency = 4.
- **Basis** भनेको प्रयोग गरिने day count को प्रकार हो ।
- **Calc_method** Calc_method is a logical value that specifies the way to calculate the total accrued interest when the date of settlement is later than the date of first_interest. A value of TRUE (1) returns the total accrued interest from issue to settlement. A value of FALSE (0) returns the accrued interest from first_interest to settlement. If you do not enter the argument, it defaults to TRUE.
- **Example 2** हेनुहोस् :-

AND & OR

- सबै तर्कहरू सत्य हुँदा सत्य र एक वा एकभन्दा बढी तर्क असत्य हुँदा असत्य देखाउन यो सूत्रको प्रयोग हुन्छ। returns TRUE if all its arguments are TRUE; returns FALSE if one or more argument is FALSE.
- **Syntax = AND(logical1,logical2, ...)**
- **Logical1, logical2, भनेको विभिन्न शर्तहरू हुन् । यसबाट २५५ वटा सम्म तर्कको परीक्षण गर्न सकिन्छ ।** Logical1, logical2, are 1 to 255 conditions you want to test that can be either TRUE or FALSE.
- तर्कहरूले तार्किक मूल्य जस्तै: सत्य र असत्य (TRUE or FALSE) को परीक्षण गरेको हुनुपर्छ र तर्कहरू एउटा निश्चित श्रृंखलामा हुनुपर्छ । The arguments must evaluate to logical values such as TRUE or FALSE, or the arguments must be arrays (array: Used to build single formulas that produce multiple results or that operate on a group of arguments that are arranged in rows and columns. An array range shares a common formula; an array constant is a group of constants used as an argument.) or references that contain logical values.
- त्यस श्रृंखलामा कुनै सम्बन्धित तर्कको सेटमा text वा empty cell रहेछ भने तार्किक मूल्यको परीक्षण हुँदैन र यस सूत्रले #VALUE! भनेर error value देखाउँछ । If an array or reference argument contains text or empty cells, those values are ignored. If the specified range contains no logical values, AND returns the #VALUE! error value.

OR

- यस सूत्रले कुनै तर्क सत्य हुँदा TRUE र सबै तर्कहरू गलत हुँदा FALSE भनेर देखाउँछ । Returns TRUE if any argument is TRUE; returns FALSE if all arguments are FALSE.
- **Syntax =OR(logical1,logical2,...)**
- **Logical1,logical2,...** are 1 to 255 conditions you want to test that can be either TRUE or FALSE.

Examples of Formula.xlsx - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Nitro Pro 9

Clipboard: Cut, Copy, Paste, Format Painter

Font: Calibri, 16, Bold, Italic, Underline, Text Color, Background Color

Alignment: Wrap Text, Merge & Center

Number: General, Currency, Percentage, Decimals

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select

Formula Bar: B49, fx, '=AND(1<A49, A49<100)'

	A	B	C	D
41	Example 3: AND & OR			
42	1	Formula	Description (Result)	
43	2	=AND(TRUE, TRUE)	All arguments are TRUE (TRUE)	
44	3	=AND(TRUE, FALSE)	One argument is FALSE (FALSE)	
45	4	=AND(2+2=4, 2+3=5)	All arguments evaluate to TRUE (TRUE)	
46				
47				
48	Data	Formula		Description (Result)
49	50	=AND(1<A49, A49<100)	TRUE	Because 50 is between 1 and 100 (TRUE)
50	104	=IF(AND(1<A50, A50<100), A50, False)	FALSE	Displays the second number above, if it is between 1 and 100, otherwise displays a message (The value is out of range.)
51	2	=IF(AND(1<A51, A51<100), A51, "The value is out of range.")	The value is out of range	Displays the first number above, if it is between 1 and 100, otherwise displays a message (50)
52		=OR(TRUE)	One argument is TRUE (TRUE)	
53		=OR(1+1=1, 2+2=5)	All arguments evaluate to FALSE (FALSE)	
54		=OR(TRUE, FALSE, TRUE)	At least one argument is TRUE (TRUE)	
55				

Sheet1 Sheet2 Sheet3

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- तथ्याङ्क वा तकहरूको औसत (arithmetic mean) निकाल्न प्रयोग गरिन्छ । Returns the average (arithmetic mean) of the arguments.
- **Syntax = AVERAGE(number1,number2,...)**
- **Number1, number2, भनेको १ देखि २५५ सम्मका संख्यात्मक तकहरू हुन् जसको औसत निकालिन्छ । Number1, number2, ... are 1 to 255 numeric arguments for which you want the average.**
- तकहरू संख्या, संख्याको नाम, श्रृङ्खला वा सन्दर्भ हुन सक्छन् जसमा संख्यात्मक मूल्य हुन्छ । Arguments can either be numbers or names, arrays, or references that contain numbers.
- तार्किक मूल्यहरू र संख्याको प्रतिनिधित्व गर्न अक्षरहरू सिधै सूत्रमा नै राखे पनि यसले गणना गर्दछ । Logical values and text representations of numbers that you type directly into the list of arguments are counted.
- यदि सूची वा सन्दर्भमा अक्षर, तार्किक मूल्य वा रिक्तो cell छ भने ती मूल्यहरूलाई गन्तिमा लिँदैन तर ० लाई भने लिन्छ । If an array or reference argument contains text, logical values, or empty cells, those values are ignored; however, cells with the value zero are included.
- तकहरूमा संख्यामा रूपान्तरण गर्न नसकिने error values वा text सम्मिलित भएमा error देखाउँछ । Arguments that are error values or text that cannot be translated into numbers cause errors.
- तार्किक मूल्यको लागि AVERAGEA सूत्रको प्रयोग गर्न सकिन्छ । If you want to include logical values and text representations of numbers in a reference as part of the calculation, use the AVERAGEA function.
- **Tip** When averaging cells, keep in mind the difference between empty cells and those containing the value zero, especially if you have cleared the **Show a zero in cells that have a zero value** check box in the **Working with Office Applications** section of the **Advanced** category on the **Excel Options** dialog box under the **File** menu. Empty cells are not counted, but zero values are.
- **Example 4** हेनुहोस् :-

Microsoft Excel interface showing the ribbon and a worksheet. The formula bar displays `=AVERAGE(A59:A63, 5)`. The worksheet contains the following table:

	Formula	Description (Result)
	<code>=AVERAGE(A59:A63)</code>	Average of the numbers above (11)
	<code>=AVERAGE(A59:A63, 5)</code>	Average of the numbers above and 5 (10)

AVERAGEIF

- यस सूत्रबाट कुनै given criteria अनुसार average (arithmetic mean) निकालिन्छ । Returns the average (arithmetic mean) of all the cells in a range that meet a given criteria.
- **Syntax** = **AVERAGEIF(range,criteria,average_range)**
- **Range** भन्नाले एक वा एकभन्दा बढी cells मा संख्यात्मक मूल्य भएका संख्या, श्रृङ्खला वा सन्दर्भलाई बुझाउँछ । **Range** is one or more cells to average, including numbers or names, arrays, or references that contain numbers.
- **Criteria** भन्नाले कुन cells लाई औसत निकाल्नुपर्न हो त्यसको expression लाई बुझाउँछ । **Criteria** is the criteria in the form of a number, expression, cell reference, or text that defines which cells are averaged. For example, criteria can be expressed as 32, "32", ">32", "apples", or B4.
- **Average_range** भन्नाले औसत निकाल्नुपर्न cells को वास्तविक सेटलाई बुझाउँछ, यदि यसलाई छोडियो भने सबै **range** लाई समावेश गर्दछ । **Average_range** is the actual set of cells to average. If omitted, range is used.
- You can use the wildcard characters, question mark (?) and asterisk (*), in criteria. A question mark matches any single character; an asterisk matches any sequence of characters. If you want to find an actual question mark or asterisk, type a tilde (~) before the character.
- Average_range does not have to be the same size and shape as range. The actual cells that are averaged are determined by using the top, left cell in average_range as the beginning cell, and then including cells that correspond in size and shape to range. For example: If range is A1:A5 and average_range is B1:B5 Then the actual cells evaluated are A1:A5 B1:B5 A1:A5 B1:B3 B1:B5 A1:B4 C1:D4 C1:D4 A1:B4 C1:C2 C1:D4
- **Example 5** हेनुहोस् :-

Examples of Formula.xlsx - Microsoft Excel

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	A	B	C	D
69	Example 5: AVERAGEIF			
70		Property Value	Commission	
71		100,000	7,000	
72		200,000	14,000	
73		300,000	21,000	
74		400,000	28,000	
75		Formula	Description (result)	
76		=AVERAGEIF(B71:B74,"<23000")	Average of all commissions less than 23,000 (14,000)	
77		=AVERAGEIF(B71:B74,"<95000")	Average of all property values less than 95,000 (#DIV/0!)	
78		=AVERAGEIF(B71:B74,">250000",B71:B74)	Average of all commissions with a property value greater than 250,000 (24,500)	
79		Region	Profits (Thousands)	
80		East	45,678	
81		West	23,789	
82		North	-4,789	
83		South (New Office)	0	
84		MidWest	9,678	
85		=AVERAGEIF(B80:B84,"=*West",C80:C84)	Average of all profits for the West and MidWest regions (16,733.5)	
86		=AVERAGEIF(B80:B84,"<>*(New Office)",C80:C84)	Average of all profits for all regions excluding new offices (18,589)	

Sheet1 Sheet2 Sheet3

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CONCATENATE

- दुई वा दुईभन्दा बढी text strings लाई एउटै text string मा जोड्नको लागि यस सूत्रको प्रयोग गरिन्छ ।
| Joins two or more text strings into one text string.
- **Syntax = CONCATENATE (text1,text2,...)**
- Text1, text2, भनेको २ देखि २५५ text items हरु हुन् जसलाई एउटै text item मा जोड्नुपर्न छ ।
Text1, text2, ... are 2 to 255 text items to be joined into a single text item. The text items can be text strings, numbers, or single-cell references.
- CONCATENATE function को सट्टा ampersand (&) calculation operator पनि प्रयोग गर्न सकिन्छ ।
You can also use the ampersand (&) calculation operator instead of the CONCATENATE function to join text items. For example, =A1&B1 returns the same value as =CONCATENATE(A1,B1).
- **Example 6** हेनुहोस् :-

Examples of Formula.xlsx - Microsoft Excel

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Clipboard: Cut, Copy, Paste, Format Painter

Font: Calibri, 11, Bold, Italic, Underline, Text Color, Background Color

Alignment: Wrap Text, Merge & Center

Number: General, \$, %, .00, .0

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select

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	A	B	C	D
87				
88	<u>Example 6: CONCATENATE</u>			
89				
90	Data			
91	brook trout			
92	species			
93	32			
94		Formula	Description (result)	
95		=CONCATENATE("Stream population for ",A91," ",A92," is ",A93,"/mile")	Concatenates a sentence from the data above (Stream population for brook trout species is 32/mile)	
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Sheet1 Sheet2 Sheet3

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CONVERT

- Converts a number from one measurement system to another. For example, CONVERT can translate a table of distances in miles to a table of distances in kilometers.
- **Syntax = CONVERT(number,from_unit,to_unit)**
- **Number** भन्नाले जुन मानलाई रुपान्तर गनुपन हो त्यो संख्या । **Number** is the value in from_units to convert.
- **From_unit** भन्नाले रुपान्तर गनुपन संख्या जुन इकाइमा छ **From_unit** is the units for number.
- **To_unit** भन्नाले अब कुन मानमा रुपान्तरण गनुपन हो **To_unit** is the units for the result. CONVERT accepts the following text values (in quotation marks) for from_unit and to_unit.

Weight and mass	From_unit or to_unit
• Gram	"g"
• Slug	"sg"
• Pound mass (avoirdupois)	"lbm"
• U (atomic mass unit)	"u"
• Ounce mass (avoirdupois)	"ozm"

Distance	From_unit or to_unit
• Meter	"m"
• Statute mile	"mi"
• Nautical mile	"Nmi"
• Inch	"in"
• Foot	"ft"
• Yard	"yd"
• Angstrom	"ang"
• Pica (1/72 in.)	"Pica"

convert

- Time
 - Year
 - Day
 - Hour
 - Minute
 - Second
- **Pressure**
 - Pascal
 - Atmosphere
 - mm of Mercury
- **Force**
 - Newton
 - Dyne
 - Pound force
- **Energy**
 - Joule
 - Erg
 - Thermodynamic calorie
 - IT calorie
 - Electron volt
 - Horsepower-hour
 - Watt-hour
 - Foot-pound
 - BTU

contd...

From_unit or to_unit

"yr"

"day"

"hr"

"mn"

"sec"

From_unit or to_unit

"Pa" (or "p")

"atm" (or "at")

"mmHg"

From_unit or to_unit

"N"

"dyn" (or "dy")

"lbf"

From_unit or to_unit

"J"

"e"

"c"

"cal"

"eV" (or "ev")

"HPh" (or "hh")

"Wh" (or "wh")

"flb"

"BTU" (or "btu")

convert contd...

– Power

Horsepower

Watt

– Magnetism

Tesla

Gauss

– Temperature

Degree Celsius

Degree Fahrenheit

Kelvin

– Liquid measure

Teaspoon

Tablespoon

Fluid ounce

Cup

U.S. pint

U.K. pint

Quart

Gallon

Liter

From_unit or to_unit

"HP" (or "h")

"W" (or "w")

From_unit or to_unit

"T"

"ga"

From_unit or to_unit

"C" (or "cel")

"F" (or "fah")

"K" (or "kel")

From_unit or to_unit

"tsp"

"tbs"

"oz"

"cup"

"pt" (or "us_pt")

"uk_pt"

"qt"

"gal"

"l" (or "lt")

convert contd...

The following abbreviated unit prefixes can be prepended to any metric from `_unit` or `to_unit`.

Prefix	Multiplier	Abbreviation
exa	1E+18	"E"
peta	1E+15	"P"
tera	1E+12	"T"
giga	1E+09	"G"
mega	1E+06	"M"
kilo	1E+03	"k"
hecto	1E+02	"h"
deka	1E+01	"e"
deci	1E-01	"d"
centi	1E-02	"c"
milli	1E-03	"m"
micro	1E-06	"u"
nano	1E-09	"n"
pico	1E-12	"p"
femto	1E-15	"f"
atto	1E-18	"a"

- **Example 7** हेनुहोस् :-

Examples of Formula.xlsx - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Nitro Pro 9

Clipboard Font Alignment Number Styles Cells Editing

A116

	A	B	C	D
105				
106	<u>Example 7: CONVERT</u>			
107				
108				
109		Formula	Description (Result)	
110		=CONVERT(1, "lbm", "kg")	Converts 1 pound mass to kilograms (0.453592)	
111		=CONVERT(68, "F", "C")	Converts 68 degrees Fahrenheit to Celsius (20)	
112		=CONVERT(2.5, "ft", "sec")	Data types are not the same so an error is returned (#N/A)	
113		=CONVERT(CONVERT(100,"ft","m"),"ft","m")	Converts 100 square feet into square meters (9.290304).	
114				
115				
116				
117				
118				
119				
120				
121				
122				
123				
124				

Sheet1 Sheet2 Sheet3

Ready 100%

COUNT

- cells मा रहेका संख्याहरूलाई गणना गर्न यो सूत्र प्रयोग गरिन्छ । 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(value1,value2,...)
- Value1, value2, भनेका १ देखि २५५ सम्मका तर्क जसमा विभिन्न प्रकारका डेटा समावेश भएका हुन्छन् हुन् तर संख्यालाई मात्र यस सूत्रले गणना गर्दछ । **Value1, value2, ...** are 1 to 255 arguments that can contain or refer to a variety of different types of data, but only numbers are counted.
- तर्कहरूमध्ये संख्या, मिति, तथा संख्याको प्रतिनिधित्व गर्ने text हुन् । Arguments that are numbers, dates, or text representation of numbers are counted.
- Logical values and text representations of numbers that you type directly into the list of arguments are counted.
- Arguments that are error values or text that cannot be translated into numbers are ignored.
- If an argument is an array or reference, only numbers in that array or reference are counted. Empty cells, logical values, text, or error values in the array or reference are ignored.
- If you want to count logical values, text, or error values, use the COUNTA function.
- **Example 8** हेनुहोस् :-

Examples of Formula.xlsx - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Nitro Pro 9

Clipboard: Cut, Copy, Paste, Format Painter

Font: Calibri, 20, Bold, Italic, Underline, Text Color, Background Color

Alignment: Wrap Text, Merge & Center

Number: General, Currency, Percentage, Decimals

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select

C136: Counts the number of cells that contain numbers in the list above (3)

	A	B	C	D
123				
124				
125	Example 8: COUNT			
126				
127	Data			
128	Sales			
129	12/8/2008			
130				
131	19			
132	22.24			
133	TRUE			
134	#DIV/0!			
135		Formula	Description (Result)	
136		=COUNT(A128:A134)	Counts the number of cells that contain numbers in the list above (3)	
137		=COUNT(A130:A134)	Counts the number of cells that contain numbers in the last 4 rows of	
138		=COUNT(A128:A134,2)	Counts the number of cells that contain numbers in the list, and the	
139				

Sheet1 Sheet2 Sheet3

Ready 100%

Windows Taskbar: Word, Firefox, File Explorer, Mail, Excel, Edge, Chrome, VLC, Spotify, OneDrive

System Tray: 10:03 AM 10/2/2016 ENG

COUNTIF

- कुनै निश्चित शत दिइएको अवस्थामा त्यो शतअनुसारका cells को संख्या गणना गर्न यो सूत्र प्रयोग गरिन्छ । Counts the number of cells within a range that meet the given criteria.
- **Syntax =COUNTIF(range,criteria)**
- Range भनेको एक वा एकभन्दा बढी cells रहेको गणना गनुपर्ने त्यो क्षेत्र हो जसमा संख्याहरू, नामहरू, श्रृंखलाहरू तथा सन्दर्भहरू रहेको हुन्छन् । Blank र text values लाई गणनामा समावेश गर्दैन । **Range** is one or more cells to count, including numbers or names, arrays, or references that contain numbers. Blank and text values are ignored.
- **Criteria** भनेको संख्या, अभिव्यक्ति, सेल सन्दर्भ वा टेक्स्टद्वारा कुन कुन सेल गणना गनुपर्ने हो त्यसको बारेमा स्पष्ट गरिएको हुन्छ । **Criteria** is the criteria in the form of a number, expression, cell reference, or text that defines which cells will be counted. For example, criteria can be expressed as 32, "32", ">32", "apples", or B4.
- You can use the wildcard characters, question mark (?) and asterisk (*), in criteria. A question mark matches any single character; an asterisk matches any sequence of characters. If you want to find an actual question mark or asterisk, type a tilde (~) before the character.
- **Example 9 & 10 हेनुहोस् :-**

Painter | B I U | Merge & Center | \$ % | .00 .0 | Conditional Formatting | Format as Table | Cell Styles | Insert | Delete | Format | Cells | Clear | Sort & Filter | Find & Select | Editing

Example 9: COUNTIF

Example 9: COUNTIF	
Data	
32	
54	
75	
86	
Formula	Description (result)
=COUNTIF(A114:A117,"apples")	Number of cells with apples in the first column above (2)
=COUNTIF(A114:A117,A116)	Number of cells with peaches in the first column above (1)
=COUNTIF(A114:A117,A3)+COUNTIF(A114:A117,A2)	Number of cells with oranges and apples in the first column above (3)
=COUNTIF(B114:B117,">55")	Number of cells with a value greater than 55 in the second column above (2)
=COUNTIF(B114:B117,"<>"&B4)	Number of cells with a value not equal to 75 in the second column above (3)
=COUNTIF(B114:B117,">=32")-COUNTIF(B114:B117,">85")	Number of cells with a value greater than or equal to 32 and less than or equal to 85 in the second column above (3)

Sheet2 | Sheet3 | 100% | 10:05 AM 10/2/2016

Examples of Formula.xlsx - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Nitro Pro 9

Clipboard: Cut, Copy, Paste, Format Painter

Font: Arial, 16, Bold, Italic, Underline, Text Color, Background Color, Merge & Center

Alignment: Wrap Text, Left, Center, Right, Indent, Decrease Indent, Increase Indent

Number: General, Currency, Percentage, Decimals, Thousands Separator

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select

A127 Example 10 : COUNTIF formulas using wildcard characters and handling blank values

	A	B	C	D
127	Example 10 : COUNTIF formulas using wildcard characters and handling blank values			
128	Data	Data		
129	apples	Yes		
130				
131	oranges	NO		
132	peaches	No		
133				
134	apples	Yes		
135		Formula	Description (result)	
136		=COUNTIF(A129:A134,"*es")	Number of cells ending with the letters "es" in the first column above (4)	
137		=COUNTIF(A129:A134,"?????es")	Number of cells ending with the letters "es" and having exactly 7 letters in the first column above (2)	
138		=COUNTIF(A129:A134,"*")	Number of cells containing text in the first column above (4)	
139		=COUNTIF(A129:A134,"<>"&"*")	Number of cells not containing text in the first column above (2)	
140		=COUNTIF(B129:B134,"No") / ROWS(B129:B134)	The average number of No votes including blank cells in the second column above formatted as a percentage with no decimal places (33%)	
141		=COUNTIF(B129:B134,"Yes")/(ROWS(B129:B134) - COUNTIF(B2:B7B129:B134, "<>"&"*"))	The average number of Yes votes excluding blank cells in the second column above formatted as a percentage with no decimal places (50%)	

Ready Count: 25 100%

10/2/2016 संकलक - पूण ओलो 24

DATE

- यस सूत्रले कुनै निश्चित मितिलाई क्रमवद्ध संख्यामा रूपान्तर गर्दछ । Returns the sequential serial number that represents a particular date. If the cell format was **General** before the function was entered, the result is formatted as a date.
- **Syntax =DATE(year,month,day)**
- **Year** एकदेखि चार डिजिटको हुनसक्छ । The year argument can be one to four digits. Microsoft Excel interprets the year argument according to the date system you are using. By default, Excel for Windows uses the 1900 date system; Excel for the Macintosh uses the 1904 date system.

For the 1900 date system

- If year is between 0 (zero) and 1899 (inclusive), Excel adds that value to 1900 to calculate the year. For example, DATE(108,1,2) returns January 2, 2008 (1900+108).
- If year is between 1900 and 9999 (inclusive), Excel uses that value as the year. For example, DATE(2008,1,2) returns January 2, 2008.
- If year is less than 0 or is 10000 or greater, Excel returns the #NUM! error value.

For the 1904 date system

- If year is between 4 and 1899 (inclusive), Excel adds that value to 1900 to calculate the year. For example, DATE(108,1,2) returns January 2, 2008 (1900+108).
- If year is between 1904 and 9999 (inclusive), Excel uses that value as the year. For example, DATE(2008,1,2) returns January 2, 2008.
- If year is less than 4 or is 10000 or greater or if year is between 1900 and 1903 (inclusive), Excel returns the #NUM! error value.
- 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. Excel for the Macintosh uses a [different date system as its default](#).
- The DATE function is most useful in formulas where year, month, and day are formulas, not constants.

- **Month** is a positive or negative integer representing the month of the year from 1 to 12 (January to December).
- If month is greater than 12, month adds that number of months to the first month in the year specified. For example, DATE(2008,14,2) returns the serial number representing February 2, 2009.
- If month is less than 1, month subtracts that number of months plus 1 from the first month in the year specified. For example, DATE(2008,-3,2) returns the serial number representing September 2, 2007.
- **Day** is a positive or negative integer representing the day of the month from 1 to 31.
- If day is greater than the number of days in the month specified, day adds that number of days to the first day in the month. For example, DATE(2008,1,35) returns the serial number representing February 4, 2008.
- If day is less than 1, day subtracts that number of days plus one from the first day in the month. For example, DATE(2008,1,-15) returns the serial number representing December 16, 2007.
- **Example 11** हेनुहोस्

Examples of Formula.xlsx - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Nitro Pro 9

Clipboard Font Alignment Number Styles Cells Editing

B154 fx 25

Example 11			
Year	Month	Day	
2008	1	1	
Formula		Description (Result)	
=DATE(A146,B146,C146)		Serial date for the date above, using the 1900 date system (1/1/2008 or 39448)	
Add a number of years to a date			
Date	Years to add		
6/9/2007	3		
9/2/2007	5		
12/10/2008	25		
Formula		Description (Result)	
=DATE(YEAR(A152)+B152,MONTH(A152),DAY(A152))		Add 3 years to 6/9/2007 (6/9/2010)	
=DATE(YEAR(A153)+B153,MONTH(A153),DAY(A153))		Add 5 years to 9/2/2007 (9/2/2012)	
=DATE(YEAR(A154)+B154,MONTH(A154),DAY(A154))		Add 25 years to 12/10/2008 (12/10/2033)	

Sheet1 Sheet2 Sheet3

Ready 100%

6:35 AM 9/15/2016

DAY

- कुनै मितिको गते वा दिनलाई क्रमवद्ध संख्यामा देखाउन यो सूत्र प्रयोग गरिन्छ । 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(serial_number)**
- **Serial_number** भनेको हामीले पत्ता लगाउन खोजेको मितिको दिन हो । is the date of the day you are trying to find. Dates should be entered by using the DATE function, or as results of other formulas or functions. For example, use DATE(2008,5,23) for the 23rd day of May, 2008. Problems can occur if [dates are entered as text](#).
- Microsoft Excel stores dates as sequential serial numbers so they can be used in calculations.
- Values returned by the YEAR, MONTH and DAY functions will be Gregorian values regardless of the display format for the supplied date value. For example, if the display format of the supplied date is Hijri (Hijri calendar: The lunar calendar that is used in Islamic regions.), the returned values for the YEAR, MONTH and DAY functions will be values associated with the equivalent Gregorian date.

Examples of Formula.xlsx - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Nitro Pro 9

Clipboard Font Alignment Number Styles Cells Editing

B176

	A	B	C	D
160	Example 12			
161	Date			
162	15-Apr-08			
163		Formula	Description (Result)	
164		=DAY(A162)	Day of the date above (15)	
165				
166	Add a number of days to a date			
167				
168	Date	Days to add		
169	6/9/2007	3		
170	9/15/2016	5		
171	12/10/2008	54		
172		Formula	Description (Result)	
173		=A169+B169	Add 3 days to 6/9/2007 (6/12/2007)	
174		=A170+B170	Add 5 days to the current day (varies)	
175		=A171+B171	Add 54 days to 12/10/2008 (2/2/2009)	

Sheet1 Sheet2 Sheet3

Ready 100%

MONTH

- दिइएको मिति को महिनालाई क्रमवद्ध संख्यामा देखाउन यो सूत्र प्रयोग गरिन्छ ।
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(serial_number)
- **Serial_number** भनेको कुनै मितिभित्रको पत्ता लगाउन खोजिएको महिना हो । is the date of the month you are trying to find. Dates should be entered by using the DATE function, or as results of other formulas or functions. For example, use DATE(2008,5,23) for the 23rd day of May, 2008. Problems can occur if [dates are entered as text](#).
- Microsoft 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. Microsoft Excel for the Macintosh uses a [different date system as its default](#).
- Values returned by the YEAR, MONTH and DAY functions will be Gregorian values regardless of the display format for the supplied date value. For example, if the display format of the supplied date is Hijri (Hijri calendar: The lunar calendar that is used in Islamic regions.), the returned values for the YEAR, MONTH and DAY functions will be values associated with the equivalent Gregorian date.

Examples of Formula.xlsx - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Nitro Pro 9

Clipboard Font Alignment Number Styles Cells Editing

A177 Example 13

Example 13		C	D
177	Example 13		
178	Date		
179	15-Apr-08		
180	Formula	Description (Result)	
181	=MONTH(A181)	Month of the date above (4)	
182			
183	Add a number of months to a date		
184			
185	Date	Months to add	
186	6/9/2007	3	
187	9/2/2007	5	
188	12/10/2008	25	
189	Formula	Description (Result)	
190	=DATE(YEAR(A186),MONTH(A186)+B186,DAY(A186))	Add 3 months to 6/9/2007 (9/9/2007)	
191	=DATE(YEAR(A187),MONTH(A187)+B187,DAY(A187))	Add 5 months to 9/2/2007 (2/2/2008)	
192	=DATE(YEAR(A188),MONTH(A188)+B188,DAY(A188))	Add 25 months to 12/10/2008 (1/10/2011)	
193			
194			

Sheet1 Sheet2 Sheet3

Ready 100%

EXACT

- दुईवटा text strings तुलना गरेर यदि दुरुस्तै उस्तै भए TRUE र फरक भए FALSE भनेर यस सूत्रले जानकारी दिन्छ । Compares two text strings and returns TRUE if they are exactly the same, FALSE otherwise. EXACT is case-sensitive but ignores formatting differences. Use EXACT to test text being entered into a document.
- **Syntax =EXACT(text1,text2)**
- उक्त सूत्रअनुसार **Text1** भन्नाले पहिलो टेक्स्टलाई जनाउँछ **Text1** is the first text string.
- **Text2** भन्नाले पहिलोसँग तुलना गनुपन दोस्रो टेक्स्टलाई जनाउँछ । **Text2** is the second text string.
- उल्लिखित सूत्रको सट्टा double equals (==) प्रयोग गरेर पनि दुई टेक्स्टबीच उस्तै भए नभएको जाँचन सकिन्छ । You can also use the double equals (==) comparison operator instead of the EXACT function to make exact comparisons. For example, =A1==B1 returns the same value as =EXACT(A1,B1).

Examples of Formula.xlsx - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Nitro Pro 9

Clipboard Font Alignment Number Styles Cells Editing

B211

	A	B	C	D
195	Example 14			
196	First string	Second string		
197	word	word		
198	Word	word		
199	w ord	word		
200		Formula	Description (Result)	
201		=EXACT(A197,197)	Checks whether the strings in the first row match (TRUE)	
202		=EXACT(A198,B198)	Checks whether the strings in the second row match (FALSE)	
203		=EXACT(A199,B199)	Checks whether the strings in the third row match (FALSE)	
204				
205	List	Cell		
206	Apple	Grape		
207	Orange			
208	Banana			
209		Formula	Description (Result)	
210		=OR(EXACT(B206, A206:A208))	Compares "Grape" to each value in the list (FALSE)	

Sheet1 Sheet2 Sheet3

Ready 100%

FACT, MOD & QUOTIENT

FACT

- यो सूत्र कुनै पान संख्याको गुणकहरु देखाउन प्रयोग गरन्छ । Returns the factorial of a number. The factorial of a number is equal to $1*2*3*...*$ number.
- **Syntax =FACT(number)**
- **Number** भन्नाले त्यो अक्रणात्मक संख्यालाई बुझाउँछ जसको गुणाङ्कहरु पत्ता लगाउनु छ । **Number** is the nonnegative number for which you want the factorial. If number is not an integer, it is truncated.
- Let's say you have six bells, each with a different tone, and you want to find the number of unique sequences in which each bell can be rung once. In this example, you are calculating the factorial of six. In general, use a factorial to count the number of ways in which a group of distinct items can be arranged (also called
- permutations). To calculate the factorial of a number, use the FACT function.

MOD

- यस सूत्रले कुनै भाजकले भाग गरिसकेपछि बाँका रहने शेषलाई मात्र देखाउँदछ । Returns the remainder after number is divided by divisor. The result has the same sign as divisor.
- **Syntax =MOD(number,divisor)**
- **Number** is the number for which you want to find the remainder.
- **Divisor** is the number by which you want to divide number.

QUOTIENT

- Returns the integer portion of a division. Use this function when you want to discard the remainder of a division.
- **Syntax =QUOTIENT(numerator,denominator)**
- **Numerator** is the dividend.
- **Denominator** is the divisor.

Microsoft Excel interface showing a spreadsheet with the following content:

Example 15: FACT, MOD & QUOTIENT		
	Formula	Description (Result)
FACT	=FACT(5)	Factorial of 5, or $1*2*3*4*5$ (120)
	=FACT(1.9)	Factorial of the integer of 1.9 (1)
	=FACT(0)	Factorial of 0 (1)
6		
	=FACT(A220)	Factorial of 6, or $6*5*4*3*2*1$ (720)
MOD	=MOD(3, 2)	Remainder of $3/2$ (1)
	=MOD(-3, 2)	Remainder of $-3/2$. The sign is the same as divisor (1)
	=MOD(3, -2)	Remainder of $3/-2$. The sign is the same as divisor (-1)
QUOTIENT	=QUOTIENT(5, 2)	Integer portion of $5/2$ (2)
	=QUOTIENT(4.5, 3.1)	Integer portion of $4.5/3.1$ (1)
	=QUOTIENT(-10, 3)	Integer portion of $-10/3$ (-3)

The spreadsheet interface includes the ribbon (Clipboard, Font, Alignment, Number, Styles, Cells, Editing), the formula bar (B227), and the taskbar at the bottom showing various application icons and system information (9:37 PM, 9/30/2016).

GCD & LCM

- GCD बाट दुई वा दुईभन्दा बढी संख्याहरूको सबैभन्दा ठूलो भाजक (म.स.) निकालिन्छ । Returns the greatest common divisor of two or more integers. The greatest common divisor is the largest integer that divides both number1 and number2 without a remainder.
- **Syntax** =GCD(number1,number2, ...)
- **Number1, number2, ...** are 1 to 255 values. If any value is not an integer, it is truncated.
- If any argument is nonnumeric, GCD returns the #VALUE! error value.
- If any argument is less than zero, GCD returns the #NUM! error value.
- One divides any value evenly.
- A prime number has only itself and one as even divisors.

- LCM बाट दुई वा दुईभन्दा बढी संख्याहरूको सबैभन्दा सानो गुणक (ल.स.) निकालिन्छ Returns the least common multiple of integers. The least common multiple is the smallest positive integer that is a multiple of all integer arguments number1, number2, and so on. Use LCM to add fractions with different denominators.
- **Syntax** =LCM(number1,number2, ...)
- **Number1, number2,...** are 1 to 255 values for which you want the least common multiple. If value is not an integer, it is truncated.
- If any argument is nonnumeric, LCM returns the #VALUE! error value.
- If any argument is less than zero, LCM returns the #NUM! error value.

Examples of Formula.xlsx - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Nitro Pro 9

Clipboard: Cut, Copy, Paste, Format Painter

Font: Calibri, 18, Bold, Italic, Underline, Text Color, Background Color, Wrap Text

Alignment: Merge & Center

Number: General, Currency, Percentage, Decimals

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select

B236 =LCM(24, 36)

	A	B	C	D
225				
226		Example 16 : GCD		
227		Formula	Description (Result)	
228		=GCD(5, 2)	Greatest common divisor of 5 and 2 (1)	
229		=GCD(24, 36)	Greatest common divisor of 24 and 36 (12)	
230		=GCD(7, 1)	Greatest common divisor of 7 and 1 (1)	
231		=GCD(5, 0)	Greatest common divisor of 5 and 0 (5)	
232				
233		Example 17 : LCM		
234		Formula	Description (Result)	
235		=LCM(5, 2)	Least common multiple of 5 and 2 (10)	
236		=LCM(24, 36)	Least common multiple of 24 and 36 (72)	
237				
238				
239				
240				
241				
242				

Sheet1 Sheet2 Sheet3

Ready 100%

Windows Taskbar: File Explorer, Internet Explorer, Chrome, etc.

System Tray: 8:18 PM, 9/16/2016, ENG

GESTEP & DELTA

- GESTEP सूत्रबाट थ्रेसहोल्ड नाघे ननाघेको जाँच्न सकिन्छ । यदि थ्रेसहोल्ड बराबर वा नाघेको छ भने १ देखाउँछ नत्रभने ० देखाउँछ । Returns 1 if number \geq step; returns 0 (zero) otherwise. Use this function to filter a set of values. For example, by summing several GESTEP functions you calculate the count of values that exceed a threshold.
- **Syntax =GESTEP(number,step)**
- Number भन्नाले जाँच्नुपर्ने संख्या हो । **number** is the value to test against step.
- **Step** भन्नाले थ्रेसहोल्डलाई जनाउँछ । **Step** is the threshold value. If you omit a value for step, GESTEP uses zero.
- If any argument is nonnumeric, GESTEP returns the #VALUE! error value.

- DELTA सूत्रबाट दुवै अङ्क बराबर भए नभएको जाँच्न सकिन्छ । यदि बराबर भए १ देखाउँछ नत्रभने ० देखाउँछ । Tests whether two values are equal. Returns 1 if number1 = number2; returns 0 otherwise. Use this function to filter a set of values. For example, by summing several DELTA functions you calculate the count of equal pairs.
- **Syntax =DELTA(number1,number2)**
- **Number1** is the first number.
- **Number2** is the second number. If omitted, number2 is assumed to be zero.

Home Insert Page Layout Formulas Data Review View Nitro Pro 9

Clipboard: Cut, Copy, Paste, Format Painter

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Number: General, Currency, Percentage, Decimals

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select

B256

	A	B	C	D
238				
239		<u>Example 18 : GESTEP</u>		
240		Formula	Description (Result)	
241		=GESTEP(5, 4)	Checks whether 5 is greater than or equal to 4 (1)	
242		=GESTEP(5, 5)	Checks whether 5 is greater than or equal to 5 (1)	
243		=GESTEP(-4, -5)	Checks whether -4 is greater than or equal to -5 (1)	
244		=GESTEP(-1, 0)	Checks whether -1 is greater than or equal to 0 (0)	
245				
246		<u>Example 19 : DELTA</u>		
247		Formula	Description (Result)	
248		=DELTA(5, 4)	Checks whether 5 equals 4 (0)	
249		=DELTA(5, 5)	Checks whether 5 equals 5 (1)	
250		=DELTA(0.5, 0)	Checks whether 0.5 equals 0 (0)	
251				
252				
253				
254				
255				
256				

Sheet1 Sheet2 Sheet3

Ready 100%

LOOKUP

- कुनै एउटा कोलम वा एउटा रो बाट value निकाल्नुपदा यस सूत्रको प्रयोग गरिन्छ | Returns a value either from a one-row or one-column range or from an array . The LOOKUP function has two syntax forms: the vector form and the array form.
- If you want to Look in a one-row or one-column range (known as a vector) for a value and return a value from the same position in a second one-row or one-column range then see the [Vector form](#) Use the vector form when you have a large list of values
- If you want to to look up or when the values may change over time. Look in the first row or column of an array for the specified value and return a value from the same position in the last row or column of the array then see [Array form](#). Use the array form when you have a small list of values and the values remain constant over time.

Microsoft Excel

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Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select

B264

Examples of Formula.xlsx

	A	B	C	D
252	Example 20 : Lookup			
253	Frequency	Color		
254	4.14	red		
255	4.19	orange		
256	5.17	yellow		
257	5.77	green		
258	6.39	blue		
259		Formula	Description (Result)	
		=LOOKUP(4.19,A254:A256,B254:B256)	Looks up 4.19 in column A, and returns the value from column B that's in the same row (orange)	
260		=LOOKUP(5,,A254:A256,B254:B256)	Looks up 5.00 in column A, matches the next smallest value (4.19), and returns the value from column B that's in the same row (orange)	
261		=LOOKUP(7.66,,A254:A256,B254:B256)	Looks up 7.66 in column A, matches the next smallest value (6.39), and returns the value from column B that's in the same row (blue)	
262		=LOOKUP(0,,A254:A256,B254:B256)	Looks up 0 in column A, and returns an error because 0 is less than the smallest value in the lookup_vector A2:A7 (#N/A)	
263				

Ready

100%

10:18 PM 9/16/2016

HLOOKUP

- माथिल्लो row मा रहेको कुनै value को आधारमा त्यही row को त्यही कोलममा रहेको value खोज्दछ । Searches for a value in the top row of a table or an array of values, and then returns a value in the same column from a row you specify in the table or array. Use HLOOKUP when your comparison values are located in a row across the top of a table of data, and you want to look down a specified number of rows.
- The H in HLOOKUP stands for "Horizontal."
- **Syntax** =HLOOKUP(lookup_value,table_array,row_index_num,range_lookup)
- **Lookup_value** भन्नाले टेबुलको पहिलो Row मा रहेको पता लगाउनुपन value हो । **Lookup_value** is the value to be found in the first row of the table. Lookup_value can be a value, a reference, or a text string.
- **Table_array** भनेको टेबुलमा रहेका विभिन्न तथ्याङ्कहरू हुन् । जो Row मा रहेका value सँग सम्बन्धित हुन्छन् । **Table_array** is a table of information in which data is looked up. Use a reference to a range or a range name.
- The values in the first row of table_array can be text, numbers, or logical values.
- If range_lookup is TRUE, the values in the first row of table_array must be placed in ascending order: ...-2, -1, 0, 1, 2,... , A-Z, FALSE, TRUE; otherwise, HLOOKUP may not give the correct value. If range_lookup is FALSE, table_array does not need to be sorted.
- Uppercase and lowercase text are equivalent.
- Sort the values in ascending order, left to right. For more information, see [Sort data](#).
- **Row_index_num** भनेको matching value पता लगाउनुपन रो को क्रमसंख्या हो । **Row_index_num** is the row number in table_array from which the matching value will be returned. A row_index_num of 1 returns the first row value in table_array, a row_index_num of 2 returns the second row value in table_array, and so on. If row_index_num is less than 1, HLOOKUP returns the #VALUE! error value; if row_index_num is greater than the number of rows on table_array, HLOOKUP returns the #REF! error value.
- **Range_lookup** भनेको पता लगाउनुपन तथ्याङ्कको जम्माजम्मी क्षेत्र हो । **Range_lookup** is a logical value that specifies whether you want HLOOKUP to find an exact match or an approximate match. If TRUE or omitted, an approximate match is returned. In other words, if an exact match is not found, the next largest value that is less than lookup_value is returned. If FALSE, HLOOKUP will find an exact match. If one is not found, the error value #N/A is returned.

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Number: General, Currency, Percentage, Increase/Decrease Decimal

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select

B273 fx '=HLOOKUP("Bearings",A267:C270,3,FALSE)

Examples of Formula.xlsx

	A	B	C	D
266	Example 21 : HLookup			
267	Axles	Bearings	Bolts	
268	4	4	9	
269	5	7	10	
270	6	8	11	
271		Formula	Description (Result)	
272		=HLOOKUP("Axles",A267:C270,2,TRUE)	Looks up Axles in row 1, and returns the value from row 2 that's in the same column. (4)	
273		=HLOOKUP("Bearings",A267:C270,3,FALSE)	Looks up Bearings in row 1, and returns the value from row 3 that's in the same column. (7)	
274		=HLOOKUP("B",A267:C270,3,TRUE)	Looks up B in row 1, and returns the value from row 3 that's in the same	
275		=HLOOKUP("Bolts",A267:C270,4)	Looks up Bolts in row 1, and returns the value from row 4 that's in the same	
276		=HLOOKUP(3,{1,2,3;"a","b","c";"d","e","f"},2,TRUE)	Looks up 3 in the first row of the array constant, and returns the value from row 2 in same column. (c)	
277				
278				

Ready 100% ENG 10:42 PM 9/16/2016

Taskbar icons: Windows, Word, Firefox, File Explorer, Mail, Excel, Edge, OneDrive, Outlook, Help, System tray (Network, Volume, Power, Date/Time)

VLOOKUP

- यसले पहिलो कोलमको भ्यालू खोजेर त्यही रो मा रहेको अर्का कोलमको भ्यालू पत्ता लगाउँछ । Searches for a value in the first column of a table array and returns a value in the same row from another column in the table array.
- **Syntax =VLOOKUP(lookup_value,table_array,col_index_num,range_lookup)**
- **Lookup_value** भनेको आफूले खोज्नुपर्ने टेबुलको फर्स्ट कोलमको भ्यालू हो । The value to search in the first column of the table array (array: Used to build single formulas that produce multiple results or that operate on a group of arguments that are arranged in rows and columns. An array range shares a common formula; an array constant is a group of constants used as an argument.). Lookup_value can be a value or a reference. If lookup_value is smaller than the smallest value in the first column of table_array, VLOOKUP returns the #N/A error value.
- **Table_array** भनेको दुई वा सोभन्दा बढी कोलमा रहेको डाटा हो । Two or more columns of data. Use a reference to a range or a range name. The values in the first column of table_array are the values searched by lookup_value. These values can be text, numbers, or logical values. Uppercase and lowercase text are equivalent.
- **Col_index_num** भनेको टेबुलको कोलम नम्बर हो । The column number in table_array from which the matching value must be returned. A col_index_num of 1 returns the value in the first column in table_array; a col_index_num of 2 returns the value in the second column in table_array, and so on. If col_index_num is:
 - Less than 1, VLOOKUP returns the #VALUE! error value.
 - Greater than the number of columns in table_array, VLOOKUP returns the #REF! error value.
- **Range_lookup** भनेको exact match वा an approximate match को भ्यालू पत्ता लगाउनुपर्ने जम्माजम्मी डाटाको क्षेत्र हो । A logical value that specifies whether you want VLOOKUP to find an exact match or an approximate match:
 - If TRUE or omitted, an exact or approximate match is returned. If an exact match is not found, the next largest value that is less than lookup_value is returned. The values in the first column of table_array must be placed in ascending sort order; otherwise, VLOOKUP may not give the correct value. For more information, see [Sort data](#).
 - If FALSE, VLOOKUP will only find an exact match. In this case, the values in the first column of table_array do not need to be sorted. If there are two or more values in the first column of table_array that match the lookup_value, the first value found is used. If an exact match is not found, the error value #N/A is returned.

Examples of Formula.xlsx - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Nitro Pro 9

Clipboard Font Alignment Number Styles Cells Editing

A296 Example 23 : Hour, Minute & Seconds

A	B	C	D	E
Example 22 : VLookup				
Density	Viscosity	Temperature		
0.457	3.55	500		
0.525	3.25	400		
0.616	2.93	300		
0.675	2.75	250		
0.746	2.57	200		
0.946	2.17	100		
1.29	1.71	0		
	Formula		Description (result)	
	=VLOOKUP(1,A281:C287,2)		Using an approximate match, searches for the value 1 in column A, finds the largest value less than or equal to 1 in column A which is 0.946, and then returns the value from column B in the same row. (2.17)	
	=VLOOKUP(1,A281:C287,3,TRUE)		Using an approximate match, searches for the value 1 in column A, finds the largest value less than or equal to 1 in column A, which is 0.946, and then returns the value from column C in the same row. (100)	
	=VLOOKUP(0.7,A281:C287,3,FALSE)		Using an exact match, searches for the value .7 in column A. Because there is no exact match in column A, an error is returned. (#N/A)	
	=VLOOKUP(0.1,A281:C287,2,TRUE)		Using an approximate match, searches for the value 0.1 in column A. Because 0.1 is less than the smallest value in column A, an error is returned. (#N/A)	
	=VLOOKUP(2,A281:C287,2,TRUE)		Using an approximate match, searches for the value 2 in column A, finds the largest value less than or equal to 2 in column A, which is 1.29, and then returns the value from column B in the same row. (1.71)	

Sheet1 Sheet2 Sheet3

10/2/2016

Hour, Minute & Seconds

HOUR

- यस सूत्रले कुनै time value मध्ये घण्टालाई मात्र देखाउँछ । Returns the hour of a time value. The hour is given as an integer, ranging from 0 (12:00 A.M.) to 23 (11:00 P.M.).
- **Syntax =HOUR(serial_number)**
- **Serial_number** भनेको दिइएको कुनै समयमा रहेको घण्टा बुझाउने समय हो । is the time that contains the hour you want to find. Times may be entered as text strings within quotation marks (for example, "6:45 PM"), as decimal numbers (for example, 0.78125, which represents 6:45 PM), or as results of other formulas or functions (for example, TIMEVALUE("6:45 PM")).

MINUTE

- यस सूत्रले कुनै time value मध्ये मिनेटलाई मात्र देखाउँछ । Returns the minutes of a time value. The minute is given as an integer, ranging from 0 to 59.
- **Syntax =MINUTE(serial_number)**
- **Serial_number** भनेको दिइएको कुनै समयमा रहेको मिनेट बुझाउने समय हो । is the time that contains the minute you want to find. Times may be entered as text strings within quotation marks

SECOND

- यस सूत्रले कुनै time value मध्ये सेकेण्डलाई मात्र देखाउँछ । Returns the seconds of a time value. The second is given as an integer in the range 0 (zero) to 59.
- **Syntax =SECOND(serial_number)**
- **Serial_number** भनेको दिइएको कुनै समयमा रहेको सेकेण्ड बुझाउने समय हो । is the time that contains the seconds you want to find. Times may be entered as text strings within quotation marks

Examples of Formula.xlsx - Microsoft Excel

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Alignment: Left, Center, Right, Top, Bottom, Merge & Center, Wrap Text

Number: General, Currency, Percentage, Decimals

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select

C302 fx Hour of first time (3)

	A	B	C	D	E
295					
296	Example 23 : Hour, Minute & Seconds				
297	Time				
298	3:30:30 AM				
299	3:30:30 PM				
300	15:30				
301		Formula	Description (Result)		
302		=HOUR(A298)	Hour of first time (3)		
303		=HOUR(A299)	Hour of second time (15)		
304		=HOUR(A300)	Hour of third time (15)		
305	4:48:00 PM				
306		=MINUTE(A305)	Minutes of the time above (48)		
307	4:48:18 PM				
308	4:48 PM				
309		=SECOND(A307)	Seconds in the first time (18)		
310		=SECOND(A308)	Seconds in the second time (0)		
311					

Sheet1 Sheet2 Sheet3

Ready 100%

Windows Taskbar: WE, Internet Explorer, File Explorer, Mail, Excel, Edge, Key, Chrome, PDF, Sb, PowerPoint, Help

System Tray: 10:10 PM 9/27/2016

IF

- यस सूत्रले कुनै शतको दिइएको परिधिभित्र रहेर सहा भए TRUE र गलत भए FALSE भनी देखाउँछ । 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** =IF(logical_test,value_if_true,value_if_false)
- **Logical_test** भनेको कुनै पनि शत हो जसलाई TRUE वा FALSE भनी मूल्याङ्कन गर्न सकिन्छ । is any value or expression that can be evaluated to TRUE or FALSE. For example, A10=100 is a logical expression; if the value in cell A10 is equal to 100, the expression evaluates to TRUE. Otherwise, the expression evaluates to FALSE. This argument can use any [comparison calculation operator](#).
- **Value_if_true** यो लजिकल टेस्ट सहा हुँदा देखाउने भ्यालू हो । is the value that is returned if logical_test is TRUE. For example, if this argument is the text string "Within budget" and the logical_test argument evaluates to TRUE, then the IF function displays the text "Within budget". If logical_test is TRUE and value_if_true is blank, this argument returns 0 (zero). To display the word TRUE, use the logical value TRUE for this argument. Value_if_true can be another formula.
- **Value_if_false** यो लजिकल टेस्ट गलत हुँदा देखाउने भ्यालू हो । is the value that is returned if logical_test is FALSE. For example, if this argument is the text string "Over budget" and the logical_test argument evaluates to FALSE, then the IF function displays the text "Over budget". If logical_test is FALSE and value_if_false is omitted, (that is, after value_if_true, there is no comma), then the logical value FALSE is returned. If logical_test is FALSE and value_if_false is blank (that is, after value_if_true, there is a comma followed by the closing parenthesis), then the value 0 (zero) is returned. Value_if_false can be another formula.
- **Remarks**
- Microsoft Excel provides additional functions that can be used to analyze your data based on a condition. For example, to count the number of occurrences of a string of text or a number within a range of cells, use the [COUNTIF](#) and [COUNTIFS](#) worksheet functions. To calculate a sum based on a string of text or a number within a range, use the [SUMIF](#) and [SUMIFS](#) worksheet function.

Examples of Formula.xlsx - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Nitro Pro 9

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B327 =IF(A324>89,"A",IF(A324>79,"B",IF(A324>69,"C",IF(A324>59,"D","F"))))

	A	B	C	D	E
312		Example 24 . IF			
313	Data				
314	50				
315		Formula	Description (Result)		
316		=IF(A314<=100,"Within budget","Over budget")	If the number above is less than or equal to 100, then the formula displays "Within budget". Otherwise, the function displays "Over budget" (Within budget)		
317			If the number above is 100, then the range B5:B15 is calculated. Otherwise, empty text ("") is returned ()		
318	Expenses	Predicted Expenses			
319	1500	900			
320	500	925			
321		=IF(A319>B319,"Over Budget","OK")	Checks whether the first row is over budget (Over Budget)		
322		=IF(A320>B320,"Over Budget","OK")	Checks whether the second row is over budget (OK)		
323	Score				
324	45				
325	90				
326	78				
327		=IF(A324>89,"A",IF(A324>79,"B",IF(A324>69,"C",IF(A324>59,"D","F"))))	Assigns a letter grade to the first score (F)		
328		=IF(A325>89,"A",IF(A325>79,"B",IF(A325>69,"C",IF(A325>59,"D","F"))))	Assigns a letter grade to the second score (A)		
329		=IF(A326>89,"A",IF(A326>79,"B",IF(A326>69,"C",IF(A326>59,"D","F"))))	Assigns a letter grade to the third score (C)		

Sheet1 Sheet2 Sheet3

Ready Count: 3 100%

INT, ROUND & MROUND

INT

- नजिकको पूणसंख्यामा बदलिदिन्छ । Rounds a number down to the nearest integer.
- **Syntax =INT(number)**
- **Number** भनेको त्यो वास्तविक संख्या हो जसलाई तपाईंले पूणसंख्यामा बदल्न चाहनुभएको छ । is the real number you want to round down to an integer.

ROUND

- यसले कुनै संख्यालाई तोकिएको अङ्कमा बदल्छ । Rounds a number to a specified number of digits.
- **Syntax =ROUND(number,num_digits)**
- **Number** भनेको बदल्न खोजेको संख्या हो । is the number you want to round.
- **Num_digits** भनेको तोकिएको अङ्क हो । specifies the number of digits to which you want to round number.
- **Remarks**
- If num_digits is greater than 0 (zero), then number is rounded to the specified number of decimal places.
- If num_digits is 0, then number is rounded to the nearest integer.
- If num_digits is less than 0, then number is rounded to the left of the decimal point.

MROUND

- यस सूत्रबाट कुनै संख्यालाई कुनै संख्याले भाग जाने संख्यामा बदल्न सकिन्छ । Returns a number rounded to the desired multiple.
- **Syntax =MROUND(number,multiple)**
- **Number** is the value to round.
- **Multiple** is the multiple to which you want to round number.
- **Remark**
- MROUND rounds up, away from zero, if the remainder of dividing number by multiple is greater than or equal to half the value of multiple.

Examples of Formula.xlsx - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Nitro Pro 9

Clipboard Font Alignment Number Styles Cells Editing

C334 Description (Result)

	A	B	C	D	E
332					
333	Example 25 : INT, ROUND & MROUND				
334	19.5	Formula	Description (Result)		
335		=INT(8.9)	Rounds 8.9 down (8)		
336		=INT(-8.9)	Rounds -8.9 down (-9)		
337		=A2-INT(A334)	Returns the decimal part of a positive real number in cell A2 (0.5)		
338		=ROUND(2.15, 1)	Rounds 2.15 to one decimal place (2.2)		
339		=ROUND(2.149, 1)	Rounds 2.149 to one decimal place (2.1)		
340		=ROUND(-1.475, 2)	Rounds -1.475 to two decimal places (-1.48)		
341		=ROUND(21.5, -1)	Rounds 21.5 to one decimal place to the left of the decimal point (20)		
342		=MROUND(10, 3)	Rounds 10 to a nearest multiple of 3 (9)		
343		=MROUND(-10, -3)	Rounds -10 to a nearest multiple of -3 (-9)		
344		=MROUND(1.3, 0.2)	Rounds 1.3 to a nearest multiple of 0.2 (1.4)		
345		=MROUND(5, -2)	Returns an error, because -2 and 5 have different signs (#NUM!)		
346					

Sheet1 Sheet2 Sheet3

Ready 100%

IS Functions : ISBLANK, ISERR, ISERROR, ISLOGICAL, ISNA, ISNONTTEXT, ISNUMBER, ISREF, ISTEXT

- This section describes the nine worksheet functions used for testing the type of a value or reference.
- Each of these functions, referred to collectively as the IS functions, checks the type of value and returns TRUE or FALSE depending on the outcome. For example, the ISBLANK function returns the logical value TRUE if value is a reference to an empty cell; otherwise it returns FALSE.
- **Syntax**
- =ISBLANK(value)
=ISERR(value)
=ISERROR(value)
=ISLOGICAL(value)
=ISNA(value)
=ISNONTTEXT(value)
=ISNUMBER(value)
=ISREF(value)
=ISTEXT(value)
- **Value** is the value you want tested. Value can be a blank (empty cell), error, logical, text, number, or reference value, or a name referring to any of these, that you want to test.
- Function Returns TRUE if ISBLANK Value refers to an empty cell. ISERR Value refers to any error value except #N/A. ISERROR Value refers to any error value (#N/A, #VALUE!, #REF!, #DIV/0!, #NUM!, #NAME?, or #NULL!). ISLOGICAL Value refers to a logical value. ISNA Value refers to the #N/A (value not available) error value. ISNONTTEXT Value refers to any item that is not text. (Note that this function returns TRUE if value refers to a blank cell.) ISNUMBER Value refers to a number. ISREF Value refers to a reference. ISTEXT Value refers to text.
Remarks The value arguments of the IS functions are not converted. For example, in most other functions where a number is required, the text value "19" is converted to the number 19. However, in the formula ISNUMBER("19"), "19" is not converted from a text value, and the ISNUMBER function returns FALSE.
- The IS functions are useful in formulas for testing the outcome of a calculation. When combined with the IF function, they provide a method for locating errors in formulas (see the following examples).

Home Insert Page Layout Formulas Data Review View Nitro Pro 9

Clipboard Font Alignment Number Styles Cells Editing

C359 Checks whether #N/A is an error (FALSE)

Example 26 : IS Functions

	A	B	C	D	E
347	Example 26 : IS Functions				
348	Data				
349	Gold				
350	Region1				
351	#REF!				
352	330.92				
353	#N/A				
354		Formula	Description (Result)		
355		=ISBLANK(A350)	Checks whether cell A350 is blank (FALSE)		
356		=ISERROR(A351)	Checks whether #REF! is an error (TRUE)		
357		=ISNA(A351)	Checks whether #REF! is the #N/A error (FALSE)		
358		=ISNA(A353)	Checks whether #N/A is the #N/A error (TRUE)		
359		=ISERR(A353)	Checks whether #N/A is an error (FALSE)		
360		=ISNUMBER(A352)	Checks whether 330.92 is a number (TRUE)		
361		=ISTEXT(A350)	Checks whether Region1 is text (TRUE)		
362					
363					

Sheet1 Sheet2 Sheet3

Ready 100%

LARGE & SMALL

LARGE

- यस सूत्र कुनै डाटा सेटमा k-औं ठूलो मान निकाल्न प्रयोग गरिन्छ । Returns the k-th largest value in a data set. You can use this function to select a value based on its relative standing. For example, you can use LARGE to return the highest, runner-up, or third-place score.
- **Syntax** =LARGE(array,k)
- **Array** भनेको data range हो । is the array or range of data for which you want to determine the k-th largest value.
- **K** भनेको data range मा भ्यालूको पोजिसन हो । is the position (from the largest) in the array or cell range of data to return.
- **Remarks**
- If array is empty, LARGE returns the #NUM! error value.
- If $k \leq 0$ or if k is greater than the number of data points, LARGE returns the #NUM! error value.

SMALL

- यस सूत्र कुनै डाटा सेटमा k-औं सानो मान निकाल्न प्रयोग गरिन्छ । Returns the k-th smallest value in a data set. Use this function to return values with a particular relative standing in a data set.
- **Syntax**
- **SMALL(array,k)**
- **Array** भनेको data range हो । **Array** is an array or range of numerical data for which you want to determine the k-th smallest value.
- **K** भनेको data range मा भ्यालूको पोजिसन हो । **K** is the position (from the smallest) in the array or range of data to return.
- **Remarks**
- If array is empty, SMALL returns the #NUM! error value.
- If $k \leq 0$ or if k exceeds the number of data points, SMALL returns the #NUM! error value.
- If n is the number of data points in array, SMALL(array,1) equals the smallest value, and SMALL(array,n) equals the largest value.

Examples of Formula.xlsx - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Nitro Pro 9

Clipboard Font Alignment Number Styles Cells Editing

C376

	A	B	C	D	E
363	Example 27 : LARGE & SMALL				
364	Data	Data			
365	3	4			
366	5	2			
367	3	4			
368	5	6			
369	4	7			
370		Formula	Description (Result)		
371		=LARGE(A365:B369,3)	3rd largest number in the numbers above (5)		
372		=LARGE(A365:B369,7)	7th largest number in the numbers above (4)		
373		=SMALL(A365:A369,4)	4th smallest number in first column (5)		
374		=SMALL(B365:B369,2)	2nd smallest number in the second column (4)		
375					
376					
377					
378					

Sheet1 Sheet2 Sheet3

Ready 100%

LEFT & RIGHT

LEFT

- LEFT सूत्रबाट text string को पहिला निर्दिष्ट अक्षर/हरु प्राप्त गरिन्छ भने RIGHT सूत्रबाट text string को अन्तिम निर्दिष्ट अक्षर/हरु प्राप्त गरिन्छ । LEFT returns the first character or characters in a text string, based on the number of characters you specify, RIGHT returns the last character or characters in a text string, based on the number of characters you specify.
- **Important** LEFT or RIGHT is intended for use with languages that use the single-byte character set (SBCS),
- LEFT or RIGHT always counts each character, whether single-byte or double-byte, as 1, no matter what the default language setting is.
- **Syntax:**
- =LEFT(text,num_chars)
- =RIGHT(text,num_chars)
- **Text** ले अक्षरहरु प्राप्त गरिने text string लाई बुझाउँछ । is the text string that contains the characters you want to extract.
- **Num_chars** ले कतिवटा अक्षर निकाल्ने भन्ने कुरा निर्दिष्ट गर्दछ । specifies the number of characters you want LEFT to extract.
- Num_chars must be greater than or equal to zero.
- If num_chars is greater than the length of text, LEFT returns all of text.
- If num_chars is omitted, it is assumed to be 1.

Examples of Formula.xlsx - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Nitro Pro 9

Clipboard Font Alignment Number Styles Cells Editing

A377 Example 27 : LARGE & SMALL

	A	B	C	D	E
376					
377	Example 27 : LARGE & SMALL				
378	Data				
379	Sale Price				
380	Sweden				
381	Stock Number				
382		Formula	Description (Result)		
383		=LEFT(A379,4)	First four characters in the first string (Sale)		
384		=LEFT(A380)	First character in the second string (S)		
385		=RIGHT(A379,5)	Last 5 characters of the first string (Price)		
386		=RIGHT(A381)	Last character of the second string (r)		
387					
388					
389					
390					
391					

Sheet1 Sheet2 Sheet3

Ready 100%

LOWER, UPPER & PROPER

LOWER

- यस सूत्रले कुनै टेक्स्टमा रहेका Capital Letters सबैलाई Small Letters मा बदल्दछ । Converts all uppercase letters in a text string to lowercase.
- **Syntax =LOWER(text)**
- **Text** is the text you want to convert to lowercase. LOWER does not change characters in text that are not letters

UPPER

- यस सूत्रले कुनै टेक्स्टमा रहेका Small Letters सबैलाई Capital Letters मा बदल्दछ । Converts text to uppercase.
- **Syntax =UPPER(text)**
- **Text** is the text you want converted to uppercase. Text can be a reference or text string.

PROPER

- यस सूत्रले कुनै टेक्स्टमा रहेका Small Letters को पहिलो अक्षरलाई Capital Letters मा बदल्दछ र बाँका अरु सबै शब्दहरूलाई Small Letters मा बदल्दछ । Capitalizes the first letter in a text string and any other letters in text that follow any character other than a letter. Converts all other letters to lowercase letters.
- **Syntax =PROPER(text)**
- **Text** is text enclosed in quotation marks, a formula that returns text, or a reference to a cell containing the text you want to partially capitalize.

Home Insert Page Layout Formulas Data Review View Nitro Pro 9

Clipboard Font Alignment Number Styles Cells Editing

B405

	A	B	C	D
389	<u>Example 28 : LOWER, UPPER & PROPER</u>			
390	Data			
391	E. E. Cummings			
392	Apt. 2B			
393		Formula	Description (Result)	
394		=LOWER(A391)	Lower case of first string (e. e. cummings)	
395		=LOWER(A392)	Lower case of last string (apt. 2b)	
396	total			
397	Yield			
398		=UPPER(A396)	Upper case of first string (TOTAL)	
399		=UPPER(A397)	Upper case of second string (YIELD)	
400				
401	this is a TITLE			
402	2-cent's worth			
403	76BudGet			
404		=PROPER(A401)	Proper case of first string (This Is A Title)	
405				

Sheet1 Sheet2 Sheet3

Ready 100%

MAX

MAX

- यस सूत्रबाट कुनै set of values मध्ये सबैभन्दा ठूलो value निकालिन्छ | Returns the largest value in a set of values.
- **Syntax** =MAX(number1,number2,...)

MIN

- यस सूत्रबाट कुनै set of values मध्ये सबैभन्दा ठूलो value निकालिन्छ Returns the smallest number in a set of values.
- **Syntax** =MIN(number1,number2,...)
- **Number1, number2, ...** are 1 to 255 numbers for which you want to find the maximum value.
- **Remarks**
- Arguments can either be numbers or names, arrays, or references that contain numbers.
- Logical values and text representations of numbers that you type directly into the list of arguments are counted.
- If an argument is an array or reference, only numbers in that array or reference are used. Empty cells, logical values, or text in the array or reference are ignored.
- If the arguments contain no numbers, MAX/MIN returns 0 (zero).
- Arguments that are error values or text that cannot be translated into numbers cause errors.
- If you want to include logical values and text representations of numbers in a reference as part of the calculation, use the MAXA/MINA function.

MEDIAN

MEDIAN

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

MODE

- Returns the most frequently occurring, or repetitive, value in an array or range of data.
- **Syntax**
- **=MEDIAN(number1,number2,...)**
- **=MODE(number1,number2,...)**
- **Number1, number2, ...** are 1 to 255 numbers for which you want the median.
- **Remarks**
- If there is an even number of numbers in the set, then MEDIAN calculates the average of the two numbers in the middle. See the second formula in the example.
- Arguments can either be numbers or names, arrays, or references that contain numbers.
- Logical values and text representations of numbers that you type directly into the list of arguments are counted.
- If an array or reference argument contains text, logical values, or empty cells, those values are ignored; however, cells with the value zero are included.
- Arguments that are error values or text that cannot be translated into numbers cause errors.
- If the data set contains no duplicate data points, MODE returns the #N/A error value.
- The MEDIAN function measures central tendency, which is the location of the center of a group of numbers in a statistical distribution . The MODE function measures central tendency, which is the location of the center of a group of numbers in a statistical distribution.

Examples of Formula.xlsx - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Nitro Pro 9

Clipboard Font Alignment Number Styles Cells Editing

C434 Mode, or most frequently occurring number above (4)

	A	B	C	D
418	Example 30 : MEDIAN & MODE			
419	Data			
420	1			
421	2			
422	3			
423	4			
424	5			
425	6			
426		Formula	Description (Result)	
427		=MEDIAN(A420:A424)	Median of the first 5 numbers in the list above (3)	
428		=MEDIAN(A2:A7A420:A425)	Median of all the numbers above, or the average of 3 and 4 (3.5)	
429	4			
430	4			
431	3			
432	2			
433	4			
434		=MODE(A429:A433)	Mode, or most frequently occurring number above (4)	
435				

Sheet1 Sheet2 Sheet3

Ready 100%

TODAY & NOW

TODAY

- आजको मितिको क्रमसंख्या देखाउन यो सूत्र प्रयोग गरिन्छ । Returns the serial number of the current date. The serial number is the date-time code used by Microsoft Excel for date and time calculations. If the cell format was **General** before the function was entered, the result is formatted as a date.
- **Syntax** =TODAY()

NOW

- अहिलेको मिति तथा समय देखाउन यो सूत्र प्रयोग गरिन्छ । Returns the serial number of the current date and time. If the cell format was **General** before the function was entered, the result is formatted as a date.
- **Syntax** =NOW()
- **Remarks**
- Microsoft 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.
- Numbers to the right of the decimal point in the serial number represent the time; numbers to the left represent the date. For example, the serial number .5 represents the time 12:00 noon.
- The NOW function changes only when the worksheet is calculated or when a macro that contains the function is run. It is not updated continuously.

Examples of Formula.xlsx - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Nitro Pro 9

Clipboard: Cut, Copy, Paste, Format Painter

Font: Calibri, 11, Bold, Italic, Underline, Text Color, Background Color

Alignment: Wrap Text, Merge & Center

Number: General, Currency, Percentage, Decimals

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select

B446

	A	B	C	D
436				
437		<u>Example 31 : TODAY & NOW</u>		
438				
439	=TODAY()	9/30/2016		
440	=NOW()	9/30/2016 7:31		
441				
442				
443				
444				
445				
446				
447				
448				
449				
450				
451				
452				
453				
454				
455				
456				
457				

Sheet1 Sheet2 Sheet3

Ready 100%

Windows Taskbar: File Explorer, Internet Explorer, Mail, Nitro Pro, Chrome, Word, Snagit

System Tray: 7:32 AM, 9/30/2016, ENG

POWER

POWER

- Returns the result of a number raised to a power.
- **Syntax =POWER(number,power)**
- **Number** is the base number. It can be any real number.
- **Power** is the exponent to which the base number is raised.

Home Insert Page Layout Formulas Data Review View Nitro Pro 9

Clipboard Font Alignment Number Styles Cells Editing

B448 fx

	A	B	C	D
42		<u>Example 32 : POWER</u>		
43		Formula	Description (Result)	
44		=POWER(5,2)	5 squared (25)	
45		=POWER(98.6,3.2)	98.6 raised to the power of 3.2 (2401077)	
46		=POWER(4,5/4)	4 raised to the power of 5/4 (5.656854)	
47		=5^3	125	
48				
49				
50				
51				
52				
53				
54				
55				
56				
57				
58				
59				
50				
51				
52				
53				

Sheet1 Sheet2 Sheet3

ready 100%

RAND & RANDBETWEEN

RAND

- Returns an evenly distributed random real number greater than or equal to 0 and less than 1. A new random real number is returned every time the worksheet is calculated.
- **Syntax =RAND()**

RANDBETWEEN

- Returns a random integer number between the numbers you specify. A new random integer number is returned every time the worksheet is calculated.
- **Syntax =RANDBETWEEN(bottom,top)**
- **Bottom** is the smallest integer RANDBETWEEN will return.
- **Top** is the largest integer RANDBETWEEN will return.

Microsoft Excel interface showing the ribbon (Clipboard, Font, Alignment, Number, Styles, Cells, Editing) and a spreadsheet with the following content:

Example 34 : RAND & RANDBETWEEN	
Formula	Description (Result)
=RAND()	A random number between 0 and 1 (varies)
=RAND()*100	A random number greater than or equal to 0 but less than 100 (varies)
=RANDBETWEEN(1,100)	Random number between 1 and 100 (varies)
=RANDBETWEEN(-1,1)	Random number between -1 and 1 (varies)

The spreadsheet also shows a taskbar at the bottom with various application icons and system tray information (10:35 AM, 10/1/2016).

RANK

- Returns the rank of a number in a list of numbers. The rank of a number is its size relative to other values in a list. (If you were to sort the list, the rank of the number would be its position.)
- **Syntax** =RANK(number,ref,order)
- **Number** is the number whose rank you want to find.
- **Ref** is an array of, or a reference to, a list of numbers. Nonnumeric values in ref are ignored.
- **Order** is a number specifying how to rank number.
- If order is 0 (zero) or omitted, Microsoft Excel ranks number as if ref were a list sorted in descending order.
- If order is any nonzero value, Microsoft Excel ranks number as if ref were a list sorted in ascending order.
- **Remarks**
- RANK gives duplicate numbers the same rank. However, the presence of duplicate numbers affects the ranks of subsequent numbers. For example, in a list of integers sorted in ascending order, if the number 10 appears twice and has a rank of 5, then 11 would have a rank of 7 (no number would have a rank of 6).
- For some purposes one might want to use a definition of rank that takes ties into account. In the previous example, one would want a revised rank of 5.5 for the number 10. This can be done by adding the following correction factor to the value returned by RANK. This correction factor is appropriate both for the case where rank is computed in descending order (order = 0 or omitted) or ascending order (order = nonzero value).
- Correction factor for tied ranks= $[\text{COUNT}(\text{ref}) + 1 - \text{RANK}(\text{number}, \text{ref}, 0) - \text{RANK}(\text{number}, \text{ref}, 1)]/2$.
- In the following example, RANK(A2,A1:A5,1) equals 3. The correction factor is $(5 + 1 - 2 - 3)/2 = 0.5$ and the revised rank that takes ties into account is $3 + 0.5 = 3.5$. If number occurs only once in ref, the correction factor will be 0, since RANK would not have to be adjusted for a tie.

Examples of Formula.xlsx - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Nitro Pro 9

Clipboard: Cut, Copy, Paste, Format Painter

Font: Calibri, 18, Bold, Italic, Underline, Text Color, Background Color, Wrap Text

Alignment: Merge & Center

Number: General, Currency, Percentage, Decimals

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select

A476 fx Data

	A	B	C	D
475	Example 34 : RANK			
476	Data			
477	7			
478	3.5			
479	3.5			
480	1			
481	2			
482		Formula	Description (Result)	
483		=RANK(A479,A477:A481,1)	Rank of 3.5 in the list above (3)	
484		=RANK(A477,A477:A481,1)	Rank of 7 in the list above (5)	
485				
486				
487				
488				
489				
490				
491				
492				
493				

Sheet1 Sheet2 Sheet3

Ready 100%

Windows Taskbar: WE, Internet Explorer, File Explorer, Mail, Excel, Edge, Key, Chrome, PDF, Sb, PowerPoint, Help

System Tray: 11:30 AM, 10/1/2016, ENG

ROUND, ROUNDDOWN & ROUNDUP

ROUND

- Rounds a number to a specified number of digits.
- **Syntax =ROUND(number,num_digits)**

ROUNDDOWN

- Rounds a number down, toward zero.
- **Syntax =ROUNDDOWN(number,num_digits)**

ROUNDUP

- Rounds a number up, away from 0 (zero).
- **Syntax =ROUNDUP(number,num_digits)**
- **Number** is the number you want to round.
- **Num_digits** specifies the number of digits to which you want to round number.
- If num_digits is greater than 0 (zero), then number is rounded to the specified number of decimal places.
- If num_digits is 0, then number is rounded to the nearest integer.
- If num_digits is less than 0, then number is rounded to the left of the decimal point.

Home Insert Page Layout Formulas Data Review View Nitro Pro 9

Clipboard Font Alignment Number Styles Cells Editing

C492 \sum Rounds 3.2 down to zero decimal places (3)

	A	B	C	D
486	Example 35 : ROUND, ROUNDDOWN & ROUNDUP			
487		Formula	Description (Result)	
488		=ROUND(2.15, 1)	Rounds 2.15 to one decimal place (2.2)	
489		=ROUND(2.149, 1)	Rounds 2.149 to one decimal place (2.1)	
490		=ROUND(-1.475, 2)	Rounds -1.475 to two decimal places (-1.48)	
491		=ROUND(21.5, -1)	Rounds 21.5 to one decimal place to the left of the decimal point (20)	
492		=ROUNDDOWN(3.2, 0)	Rounds 3.2 down to zero decimal places (3)	
493		=ROUNDDOWN(76.9,0)	Rounds 76.9 down to zero decimal places (76)	
494		=ROUNDDOWN(3.14159, 3)	Rounds 3.14159 down to three decimal places (3.141)	
495		=ROUNDDOWN(-3.14159, 1)	Rounds -3.14159 down to one decimal place (-3.1)	
496		=ROUNDDOWN(31415.92654, -2)	Rounds 31415.92654 down to 2 decimal places to the left of the decimal (31400)	
497		=ROUNDUP(3.2,0)	Rounds 3.2 up to zero decimal places (4)	
498		=ROUNDUP(76.9,0)	Rounds 76.9 up to zero decimal places (77)	
499		=ROUNDUP(3.14159, 3)	Rounds 3.14159 up to three decimal places (3.142)	
500		=ROUNDUP(-3.14159, 1)	Rounds -3.14159 up to one decimal place (-3.2)	
501		=ROUNDUP(31415.92654, -2)	Rounds 31415.92654 up to 2 decimal places to the left of the decimal (31500)	
502				

Sheet1 Sheet2 Sheet3

Ready 100%

11:48 AM 10/1/2016

SLN & DDB

SLN

- Returns the straight-line depreciation of an asset for one period.
- **Syntax** =**SLN(cost,salvage,life)**
- **Cost** is the initial cost of the asset.
- **Salvage** is the value at the end of the depreciation (sometimes called the salvage value of the asset).
- **Life** is the number of periods over which the asset is depreciated (sometimes called the useful life of the asset).

DDB

- Returns the depreciation of an asset for a specified period using the double-declining balance method or some other method you specify.
- **Syntax** =**DDB(cost,salvage,life,period,factor)**
- **Cost** is the initial cost of the asset.
- **Salvage** is the value at the end of the depreciation (sometimes called the salvage value of the asset). This value can be 0.
- **Life** is the number of periods over which the asset is being depreciated (sometimes called the useful life of the asset).
- **Period** is the period for which you want to calculate the depreciation. Period must use the same units as life.
- **Factor** is the rate at which the balance declines. If factor is omitted, it is assumed to be 2 (the double-declining balance method).
- **Important** All five arguments must be positive numbers.
- **Remarks**
- The double-declining balance method computes depreciation at an accelerated rate. Depreciation is highest in the first period and decreases in successive periods. DDB uses the following formula to calculate depreciation for a period: $\text{Min}((\text{cost} - \text{total depreciation from prior periods}) * (\text{factor}/\text{life}), (\text{cost} - \text{salvage} - \text{total depreciation from prior periods}))$
- Change factor if you do not want to use the double-declining balance method.
- Use the VDB function if you want to switch to the straight-line depreciation method when depreciation is greater than the declining balance calculation.

Home Insert Page Layout Formulas Data Review View Nitro Pro 9

Clipboard Font Alignment Number Styles Cells Editing

B520 fx

	A	B	C	D
34	Example 36 : SLN & DDB			
35	Data	Description		
36	30,000	Cost		
37	7,500	Salvage value		
38	10	Years of useful life		
39		Formula	Description (Result)	
40		=SLN(A2, A3, A4)	The depreciation allowance for each year (2,250)	
41	2400	Initial cost		
42	300	Salvage value		
43	10	Lifetime in years		
44		=DDB(A511,A512,A513*365,1)	First day's depreciation. Microsoft Excel automatically assumes that factor is 2. (1.32)	
45		=DDB(A511,A512,A513*12,1,2)	First month's depreciation (40.00)	
46		=DDB(A511,A512,A513,1,2)	First year's depreciation (480.00)	
47		=DDB(A511,A512,A513,2,1.5)	Second year's depreciation using a factor of 1.5 instead of the double-declining balance	
48		=DDB(A511,A512,A513,10)	Tenth year's depreciation. Microsoft Excel automatically assumes that factor is 2 (22.12)	
49				
50				

Sheet1 Sheet2 Sheet3

ready

100%

11:29 P 10/1/20

REPT, CLEAN & TRIM

REPT

- Repeats text a given number of times. Use REPT to fill a cell with a number of instances of a text string.
- **Syntax =REPT(text,number_times)**
- **Text** is the text you want to repeat.
- **Number_times** is a positive number specifying the number of times to repeat text.

CLEAN

- Removes all nonprintable characters from text. Use CLEAN on text imported from other applications that contains characters that may not print with your operating system. For example, you can use CLEAN to remove some low-level computer code that is frequently at the beginning and end of data files and cannot be printed.
- **Syntax=CLEAN(text)**
- **Text** is any worksheet information from which you want to remove nonprintable characters.

TRIM

- Removes all spaces from text except for single spaces between words. Use TRIM on text that you have received from another application that may have irregular spacing.
- **Syntax =TRIM(text)**
- **Text** is the text from which you want spaces removed.

Home Insert Page Layout Formulas Data Review View Nitro Pro 9

Clipboard Font Alignment Number Styles Cells Editing

B520 fx

	A	B	C	D
11				
12				
13	Example 37 : REPT, CLEAN & TRIM			
14		Formula	Description (Result)	
15		=REPT("*-", 3)	Displays the string 3 times (*-*-*-)	
16		=REPT("-",10)	Displays a dash 10 times (-----)	
17	=CHAR(7)&"text" &CHAR(7)			
18		=CLEAN(A16)	Removes the nonprintable character, CHAR(7), from the string above (text)	
19		=TRIM(" First Quarter Earnings ")	Removes leading and trailing spaces from the text in the formula (First Quarter Earnings)	
20				
21				
22				

Sheet1 Sheet2 Sheet3

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11:11 PM 10/1/2016

ROMAN

- Converts an arabic numeral to roman, as text.
- **Syntax**
- **ROMAN(number,form)**
- **Number** is the Arabic numeral you want converted.
- **Form** is a number specifying the type of roman numeral you want. The roman numeral style ranges from Classic to Simplified, becoming more concise as the value of form increases. See the example following ROMAN(499,0) below.
- Form Type 0 or omitted Classic. 1 More concise. See example below. 2 More concise. See example below. 3 More concise. See example below. 4 Simplified. TRUE Classic. FALSE Simplified. **Remarks**
- If number is negative, the #VALUE! error value is returned.
- If number is greater than 3999, the #VALUE! error value is returned.

Home Insert Page Layout Formulas Data Review View Nitro Pro 9

Cut Copy Paste Format Painter Clipboard Font Alignment Number Styles Cells Editing

Calibri 18 A A Wrap Text Merge & Center General \$ % .0 .00 Conditional Formatting as Table Cell Styles Insert Delete Format Fill Clear AutoSum Sort & Find & Filter Select

A527 fx

	A	B	C	D
517				
518				
519	Example 38 : ROMAN			
520		Formula	Description (Result)	
521		CDXCIX	Classic roman numeral style for 499 (CDXCIX)	
522		LDVLIV	More concise version for 499 (LDVLIV)	
523		XDIX	More concise version for 499 (XDIX)	
524		VDIV	More concise version for 499 (VDIV)	
525		ID	More concise version for 499 (ID)	
526		MMXIII	Classic roman numeral style for 2013 (MMXIII)	
527				
528				
529				
530				

Sheet1 Sheet2 Sheet3

Ready 100%

SQRT

- Returns a positive square root.
- **Syntax =SQRT(number)**
- **Number** is the number for which you want the square root.
- **Remark**
- If number is negative, SQRT returns the #NUM! error value.

SUMIF

- Adds the cells specified by a given criteria.
- **Syntax** =SUMIF(range,criteria,sum_range)
- **Range** is the range of cells that you want evaluated by criteria. Cells in each range must be numbers or names, arrays, or references that contain numbers. Blank and text values are ignored.
- **Criteria** is the criteria in the form of a number, expression, or text that defines which cells will be added. For example, criteria can be expressed as 32, "32", ">32", or "apples".
- **Sum_range** are the actual cells to add if their corresponding cells in range match criteria. If sum_range is omitted, the cells in range are both evaluated by criteria and added if they match criteria.
- Sum_range does not have to be the same size and shape as range. The actual cells that are added are determined by using the top, left cell in sum_range as the beginning cell, and then including cells that correspond in size and shape to range. For example:

<u>If range is</u>	<u>And sum_range is</u>	<u>Then the actual cells are</u>
A1:A5	B1:B5	B1:B5
A1:A5	B1:B3	B1:B5
A1:B4	C1:D4	C1:D4
A1:B4	C1:C2	C1:D4
- You can use the wildcard characters, question mark (?) and asterisk (*), in criteria. A question mark matches any single character; an asterisk matches any sequence of characters. If you want to find an actual question mark or asterisk, type a tilde (~) preceding the character.

Examples of Formula.xlsx - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Nitro Pro 9

Clipboard: Cut, Copy, Paste, Format Painter

Font: Calibri, 11, Bold, Italic, Underline, Text Color, Background Color

Alignment: Wrap Text, Merge & Center

Number: General, \$, %, .00, .0

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select

B555

	A	B	C	D
542				
543	Example 40 : SUMIF			
544	Property Value	Commission		
545	100,000	7,000		
546	200,000	14,000		
547	300,000	21,000		
548	400,000	28,000		
549		Formula	Description (Result)	
550		=SUMIF(A545:A548,">160000",B2:B5)	Sum of the commissions for property values over 160,000 (63,000)	
551		=SUMIF(A545:A548,">160000")	Sum of the property values over 160,000 (900,000)	
552		=SUMIF(A545:A548,"=300000",B2:B3)	Sum of the commissions for property values equal to 300,000 (21,000)	
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Sheet1 Sheet2 Sheet3

Ready 100%

T & TEXT

T

- Returns the text referred to by value.
- **Syntax =T(value)**
- **Value** is the value you want to test.

TEXT

- Converts a value to text in a specific number format.
- **Syntax =TEXT(value,format_text)**
- **Value** is a numeric value, a formula that evaluates to a numeric value, or a reference to a cell containing a numeric value.
- **Format_text** is a numeric format as a text string enclosed in quotation marks. You can see various numeric formats by clicking the **Number, Date, Time, Currency,** or **Custom** in the **Category** box of the **Number** tab in the **Format Cells** dialog box, and then viewing the formats displayed.
- **Format_text** cannot contain an asterisk (*).
- Formatting a cell by using a command (On the **Home** tab, in the **Number** group, click the arrow next to **Number**, and then click **Number**.) changes only the format, not the value. Using the TEXT function converts a value to formatted text, and the result is no longer calculated as a number.

Examples of Formula.xlsx - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Nitro Pro 9

Clipboard: Cut, Copy, Paste, Format Painter

Font: Calibri, 17, Bold, Italic, Underline, Text Color, Background Color

Alignment: Wrap Text, Merge & Center

Number: General, Currency, Percentage, Decimals

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select

C568 Combines contents above into a phrase (Dodsworth sold 40% of the total sales.)

	A	B	C	D
554	Example 41 : T & TEXT			
555	Data			
556		Rainfall		
557		19		
558		TRUE		
559		Formula	Description (Result)	
560		=T(A556)	Because the first value is text, the text is returned (Rainfall)	
561		=T(A557)	Because the second value is a number, empty text is returned ()	
562		=T(A558)	Because the third value is a logical value, empty text is returned ()	
563	Salesperson	Sales		
564	Buchanan	2800		
565	Dodsworth	40%		
566		Formula	Description (Result)	
567		=A564&" sold "&TEXT(B564, "\$0.00")&" worth of units."	Combines contents above into a phrase (Buchanan sold \$2800.00 worth of units	
568		=A565&" sold "&TEXT(B565,"0%")&" of the total sales."	Combines contents above into a phrase (Dodsworth sold 40% of the total sales.)	

Ready | Sheet1 | Sheet2 | Sheet3 | 100% | 10:36 10/1/16