

Excel

1. Text functions :

- a. Clean () -> this function is used to remove all printable characters from the text string .

Syntax : - =clean(text string or cell reference)

- b. Trim ()→ this function remove all the un-necessary duplicate blank space from the given string.

Syntax: = trim(text string or cell reference)

- c. Lower ()→ it translate the given string into lower case

Syntax: =lower(text string or cell reference)

- d. Upper()→ it translate the given string into upper case letters

Syntax: = upper(text string or cell reference)

- e. Proper()→ it translate the string as first letter as upper of each word in string

Syntax : =proper(text string or cell reference)

- f. Text()→ this function convert the supplied value data into text data

Syntax: =text(value or cell reference)

- g. Value ()→ this function convert supplied text into value data

Syntax : = value(text or cell reference)

- h. Char()→ it return the character value corresponding to the give numeric code

Syntax : = char(numeric code)

- i. Concat() → this function add the two given string together and return

Syntax: = concat(text1,text2,...) or cell reference corresponding to each text.

- j. Left() → it returns the number of character from supplied string as substring.

Syntax: = left(text, number of character)

- k. Mid() → it return the number of character from given string from mid of the string

Syntax: = mid(text, startchar-n, number of character)

- l. Right() → it returns the substring number of character from given string from right side

Syntax : =right(text,numberof character)

- m. Len() → this function returns the length of the given string

Syntax: =len(text , cell reference)

- n. Find () and search() → these two function return the 1st search position of substring into given string.

Syntax:=find(findtext, withintext, startingpostion)

- o. Replace () → this function replace the searched text with new text string.

Syntax:= replace(old_text,startnum,num_chars, new text)

The answer of question is Patna is the capital of india

2. Logical Function :Followings are the important logical function in msexcel

- a. AND () → this function test a number of user defined condition and return TRUE if all the condition is true.

Syntax :- AND(logical test1 , logical test2,.....)

Ex : AND(b5>6 , c5<7)

And(mark1>=33,Marks2>=33,Marks3>=33,Marks 4>=33,Marks5>=33,obtmaks>360)

- b. OR() → this function test a number of user defined condition and return true if any one of the condition is true otherwise return false

Syntax : OR(logical condtion1,logical condition 2 ,)

Ex : OR(b5 > 6 , C5>7)

- c. NOT() → this function return the opposite result of the user supplied value. If logical value is true then return false.

Syntax : NOT(logical condition)

Ex: NOT(b5>b6)

3. Conditional function :

- a. If() → this function tests a user defined condition and return one expression value otherwise return other expression value .

Suntax : if (condition , 1st expression value, 2nd expression value)

Ex: If(b5>b6, "the result is true", "the result is false")

We may define one if function under the expression of another if function , the possibility is known as nest if function .

Syntax : if(condition, if(condition, expression 1, expression2),
if(condtion,epression1,expression2))

Ex:

F3=

And(mark1>=33,Marks2>=33,Marks3>=33,Marks
4>=33,Marks5>=33)

If(And(f3,obtmarks>360)

First Division",if(And(f3,obtmarks>225),"Second
Division",if(And(f3,obtmarks>=165),"Pass","Fail"
)))

If(NOT(obtmarks<165) , "pass","Fail")

Gender = "male","female","Transgender","Child"
Not(gender="transgender") then eligible

b. Iferror()→ it test if an initial supplied value return an error, and if so, return the supplied value other wise function return the initial value

Syntax : iferror(value,value_if_error)

Ex. Iferror(a1/b1,0)

c. IFNA()→ it test the supplied value if #NA then put up the given value

Syntax: IFNA(b1,0)

d. Switch()→ this function supplied the result corresponding to the given code. Code always given in integer or character. It actually bind the multiple result of expression .

Syntax : Switch(code, expression1, expression2,, default value)

Ex. Switch (code, "result1","result2","result3","wrong result)

Code 2 → result 2

Code 10 → wrong result

Code -1 →wrong result

Code 3→ result3
