u3a computer group – Basingstoke & Old Basing

Fun with functions

Excel Magic *(other spreadsheets too)*

Automate your chores, budget smarter,
and organise life like a pro.

What is an Excel Function?

Recipe analogy

A function is like a kitchen appliance. You feed it ingredients, and it quickly and easily cooks up the result.

Save time

Quicker than spelling out step-by-step operation. Excel does the heavy lifting.

Formula Syntax

=FUNCTION(argument)

Always starts with an equals sign

Good for

Maths	Sum. Average. Count. Round.
Text	Join. Split. Search.
Dates	Days between. Workdays.
Decisions	If. Find. Lookup. Validations.
Formatting	Beautify your spreadsheet.

List of functions – for future reference

List of Excel functions



Examples

https://support.microsoft.com/en-us/excel/excel-functions-alphabetical

Top 10 explained at https://www.excel-easy.com/examples/most-used-functions.html

Functions used in the demonstration

SUM
AVERAGE
COUNT
COUNTIF
IF
SUMIF
MIN
MAX
VLOOKUP
SUMPRODUCT
TEXT
DATE: TODAY, DAYS, NETWORKDAYS
REPT
The function to validate input against a variable length list uses a name with a function. Validation is the name
Of the worksheet that contains the validation list. :
=OFFSET(VALIDATION!E3,0,0,COUNTA(VALIDATION!$E:$E)-1,1)

Topics you have requested

ChatGPT

Pros & cons: iPad vs. laptop

How to transfer photos from a smart phone to a laptop and how to transfer photos from a laptop to a memory stick

How to create and use Google Forms, Survey Monkey, WhatsApp etc. with U3A groups

Formulas in MS Excel

Which laser printer should I buy?

How to synchronise calendar etc.

PowerPoint presentations


Thank you