**2013 Excel Lesson 10 Guided Notes**

**Using Formulas to Conditionally Summarize Data**

1. What is a conditional formula?
2. What does the SUMIF formula calculate?
3. What is the syntax for the SUMIF formula?
4. What are the arguments for the SUMIF function?

|  |  |
| --- | --- |
| **Argument** | **Explanation** |
| Range |  |
| Criteria |  |
| Sum\_range |  |

1. Is it necessary to type dollar signs or commas when entering dollar amounts in the Function Arguments dialog box?

**Using SUMIFS**

1. Is the order of the arguments in the SUMIFS function the same as the order in the SUMIF function?

**Using COUNTIF**

1. What does the COUNTIF function do?
2. What is the syntax for the COUNTIF function?

**Using COUNTIFS**

1. What does the COUNTIFS function do?
2. What is the syntax for the COUNTIFS function?
3. What does the wildcard question mark (?) do in a formula?
4. What does the wildcard asterisk (\*) do in a formula?
5. How do you find an actual question mark or asterisk in a formula?

**Using AVERAGEIF**

1. What does the AVERAGEIF function do?

**Using AVERAGEIFS**

1. What does the AVERAGEIFS function do?

**Using Functions to Look Up Data in a Workbook**

1. What do LOOKUP functions do?
2. Explain the VLOOKUP function.
3. What is table\_array?
4. If VLOOKUP returns the #N/A error value, what does that mean?
5. What values can table\_array be?
6. The values in the \_\_\_\_\_\_\_\_\_ column of the Table\_array selection must be placed in \_\_\_\_\_\_\_\_\_\_\_\_\_\_sort order; otherwise, VLOOKUP might not give the correct value
7. If the Range\_lookup argument is \_\_\_\_\_\_\_\_\_\_\_\_\_\_ or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, an exact or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ match is returned. If VLOOKUP cannot find an \_\_\_\_\_\_\_\_\_\_\_\_\_\_ match, it returns the next \_\_\_\_\_\_\_\_\_\_\_\_\_ value that is \_\_\_\_\_\_\_\_\_ than the value you specified in Lookup\_value.
8. If Range\_lookup is \_\_\_\_\_\_\_\_\_\_\_, VLOOKUP finds only an \_\_\_\_\_\_\_\_\_\_\_ match. If an exact match is not found, the error value\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is returned.
9. Are range names or cell references used in VLOOKUP or HLOOKUP case sensitive?

**Using HLOOKUP**

1. Explain HLOOKUP.
2. Function Syntax for VLOOKUP and HLOOKUP

|  |  |
| --- | --- |
| **Argument** | **Notes** |
| Look\_up value |  |
| Table\_array |  |
| Col\_index\_num |  |
| Row\_index\_num |  |
| Range\_lookup |  |

**Adding Conditional Logic Functions to Formulas**

1. What functions are used to create conditional formulas that result in a logical value, that is, True or False?

**Using IF**

1. Explain the IF function.

**Using AND**

1. Explain the AND function.

**Using OR**

1. Explain the OR function.

**Using NOT**

1. Explain the NOT function.

**Using IFERROR**

1. Explain the IFERROR function.

**Converting Text to Columns**

1. What do you use to simple cell content into different columns?
2. What are two delimiters that could be used to split cell content?

**Using LEFT**

1. Explain the LEFT function

**Using RIGHT**

1. Explain the RIGHT function.

**Using MID**

1. Explain the MID function.

**Using TRIM**

1. What does the TRIM function do?

**Using PROPER**

1. Explain the PROPER function.

**Using UPPER**

1. Explain the UPPER function.

**Using LOWER**

1. Explain the LOWER function.

**Using CONCATENATE**

1. Explain the CONCATENATE function.

**Using FIND**

1. Explain the FIND function.

**Using SUBSTITUTE**

1. Explain the SUBSTITUTE function.