

# UNSW Excelerate Resource Pack

# Excel Training Program: Videos PC + Mac



## Basic Functions: Essential Calculation Functions



	January	February	March
	1,500	1,750	1,800
	2,750	2,750	2,650
	3,000	2,950	3,100
	2,700	1,950	1,750

=SU

- SUBSTITUTE** Replaces existing text with new text in a text string
- SUBTOTAL
- SUM
- SUMIF
- SUMIFS
- SUMPRODUCT
- SUMSQ
- SUMX2MY2
- SUMX2PY2
- SUMXYMY2

Invoice	Date	Product	Value
SA2745	2/01/2023	Dove DF9 hard case	19.95
SA2181	2/01/2023		19.95
SA1012	2/01/2023	Smart Sleeve	39.95
MA2049	3/01/2023		19.95
SA2384	3/01/2023	Nicky CG-L15 box	19.95
DA1755	4/01/2023	Low Badge	9.45
MA1967	4/01/2023	Dorma Smart Sleeve	PAID
JA2577	5/01/2023	Nicky CG-L15 box	PAID
MA2929	5/01/2023	Low Badge	9.45
CO2676	5/01/2023	Dorma Smart Sleeve	39.95

Number of invoices

Number of unpaid invoices

Number of missing Product names

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SA2745	2/01/2023	Dove DF9 hard case	19.95
SA2181	2/01/2023		19.95
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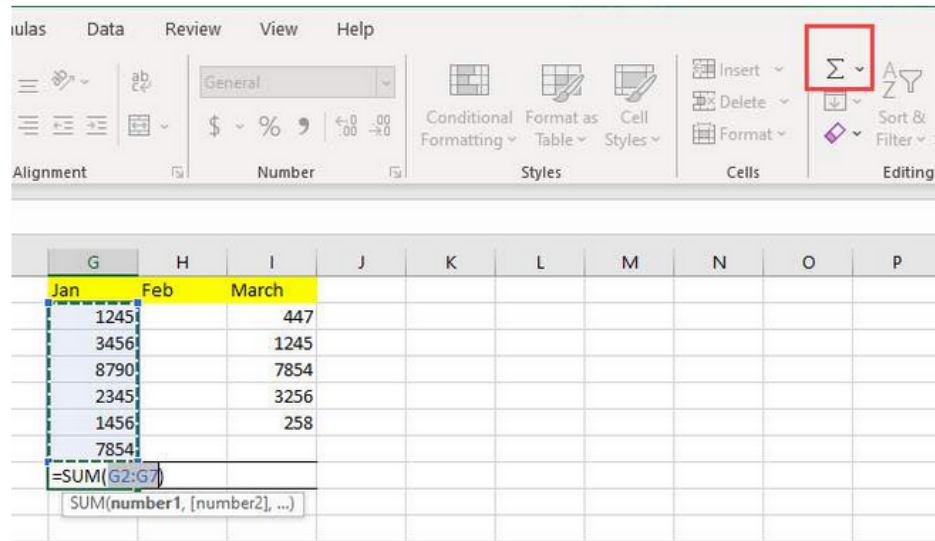
# Excel Training Program: Quick Guides

Below are step by step instructions and screen shots to perform the most common functions:

**SUM, AVERAGE, MAX,MIN and COUNT, COUNTA and COUNTBLANK.**

## Function 1

### SUM()



The screenshot shows the Microsoft Excel interface. The ribbon is set to the 'Formulas' tab, and the 'Editing' group is active. The 'AutoSum' button (represented by the sigma symbol  $\Sigma$ ) is highlighted with a red box. Below the ribbon, a spreadsheet is visible with columns G through P and rows 1 through 7. The first row (row 1) has headers 'Jan', 'Feb', and 'March' in columns G, H, and I respectively. The following rows (rows 2-6) contain numerical data in columns G and I. The formula bar at the bottom shows the formula `=SUM(G2:G7)` and a tooltip below it reads `SUM(number1, [number2], ...)`.

	G	H	I	J	K	L	M	N	O	P
1	Jan	Feb	March							
2	1245		447							
3	3456		1245							
4	8790		7854							
5	2345		3256							
6	1456		258							
7	7854									

Probably the most common formula used in Excel, and certainly the simplest to understand, is the SUM() function. The SUM() function returns the total value of a set of numbers.

# Excel Training Program: Summary Flash Cards

## Perform calculations by using the **SUM()**, **AVERAGE()**, **MIN()**, and **MAX()** functions

The following table describes the purpose of each of the functions that you can use to calculate data from a range of cells, and the types of arguments the functions accept.

Function	Purpose	Arguments
<b>SUM()</b>	Returns the total of the cell values	<i>number1,number2,...,number255</i>
<b>AVERAGE()</b>	Returns the average of the cell values	<i>number1,number2,...,number255</i>
<b>MIN()</b>	Returns the minimum value within the set	<i>number1,number2,...,number255</i>
<b>MAX()</b>	Returns the maximum value within the set	<i>number1,number2,...,number255</i>

# Want to learn more?



Program summary video

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