WEBDOM PRIVATE LIMITED

Institute of computer course & management

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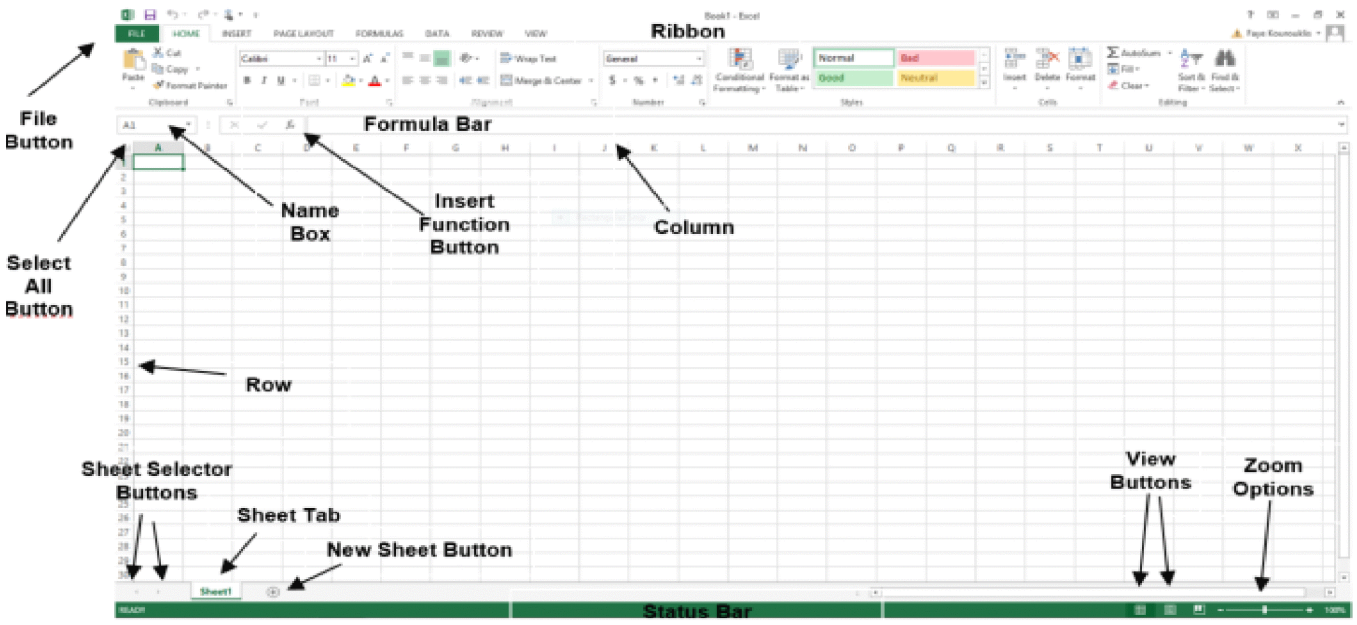
Kumod kumar M.C.A(s.v.n.uni)

MS Excel क्या है?

MS Excel क्या है? – **MS Excel** यह **Microsoft Office Package** का एक भाग है जिसे **माइक्रोसॉफ्ट कारपोरेशन** द्वारा **Develop** किया गया है, जिसके द्वारा हम विभिन्न प्रकार के गणितीय एवं तार्किक कार्य कर सकते है, **MS Excel** से हम **गणिती एवं तार्किक डेटाबेस** तैयार कर सकते हैं.

MS Excel Developed By	**Microsoft Corporation**
Launched Year	**1987**
Latest Version	**MS Excel 2022 & Office365**
MS Excel Extension Name	**Ms Excel 2003 – .xls, Ms Excel 2019 – .xlsx**
Website	**www.microsoft.com**

एमएस एक्सेल क्या है : एमएस एक्सल **स्प्रेडशीट एप्लीकेशन** है, जिसका उपयोग गवर्नमेंट ऑफिस, प्राइवेट कंपनियों, स्कूल और कॉलेजों में **डेटा मैनेजमेंट** के लिए किया जाता है, **ms excel** के माध्यम से हम **Data** को **Filter, Sorting, Calculation, Formatting** कर ऑफिस कार्य और **डाटा रिपोर्टिंग** किया जाता है. **MS excel** इलेक्ट्रॉनिक लाइनों से मिलकर बना होता है जिसमें एक से अधिक वर्कशीट होते हैं, जिसके माध्यम से हम विभिन प्रकार के **गणितीय डेटाबेस, डाटा ग्राफ, इनपुट टेबल, समरी टेबल** तैयार कर सकते हैं



स्प्रेडशीट से क्या तात्पर्य है? – स्प्रेडशीट को ही **वर्कशीट** कहा जाता है यह **ms-excel** का प्राथमिक डॉक्यूमेंट है, जिसमें हम डाटा के साथ कार्य करते हैं तथा इसे संग्रहित करते हैं

स्प्रेडशीट मुख्यता वर्कशीट का ग्रुप होता है. यह इलेक्ट्रॉनिक लाइन होता है वर्कशीट सेल से बनता है, जो **Row** और **Column** में मिलकर बना होता है वर्कशीट हमेशा वर्क बुक में सेव किया जाता है.

प्रत्येक **worksheet** में **Rows – 1048576** तथा **65536 – columns** होते है.

Math and formula operators

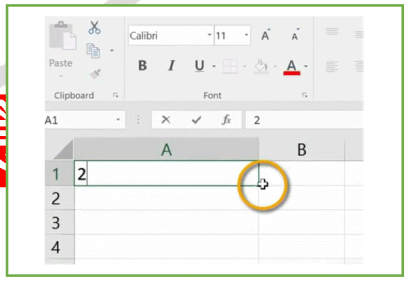
Symbol	Operation	Example
+	Addition	=2+3=5
-	Subtraction	=9-2=7
*	Multiplication	=6*7=42
/	Division	=9/3=3
^	Exponentiation	=4^2=16
()	Parentheses	=(2+4)/3=2
&	Concatenation	="Z"&100 = "Z100"
:	Range	=SUM(F5:F14)=55
<space>	Range Intersect	=F1:F14 A10:G10 = 6
@	Implicit Intersection	@F5:F14 = 10

Practice 01

Rectangle 1

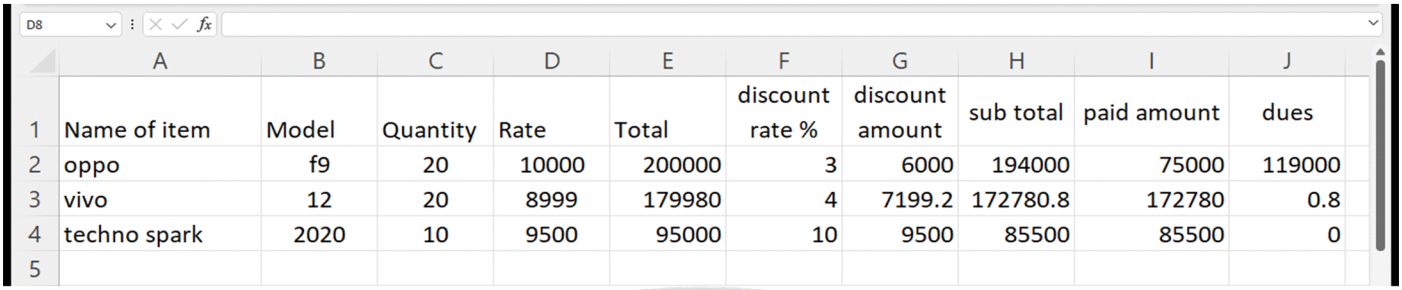
	A	B	C	D	E	F
1	Name of item	Model	Quantity	Rate	Total	
2	oppo	f9	20	10000	200000	=(C2*D2)
3	vivo	12	20	8999	179980	
4	techno spark	2020	10	9500	95000	
5						

यहाँ पर सामान का मात्रा **c** में है **c** जो कॉलम का पता है और 2 जो **rows** का पता है इसलिए **c**2 और दोनों में गुना हगा इसलिए *लिया है और मूल्य है **d**2 में इसलिए **d**2 लिए



तो टोटल में हम **=(c2*d2) कर के इंटर प्रेस करना है**

Practice 2.



	A	B	C	D	E	F	G	H	I	J
1	Name of item	Model	Quantity	Rate	Total	discount rate %	discount amount	sub total	paid amount	dues
2	oppo	f9	20	10000	200000	3	6000	194000	75000	119000
3	vivo	12	20	8999	179980	4	7199.2	172780.8	172780	0.8
4	techno spark	2020	10	9500	95000	10	9500	85500	85500	0
5										

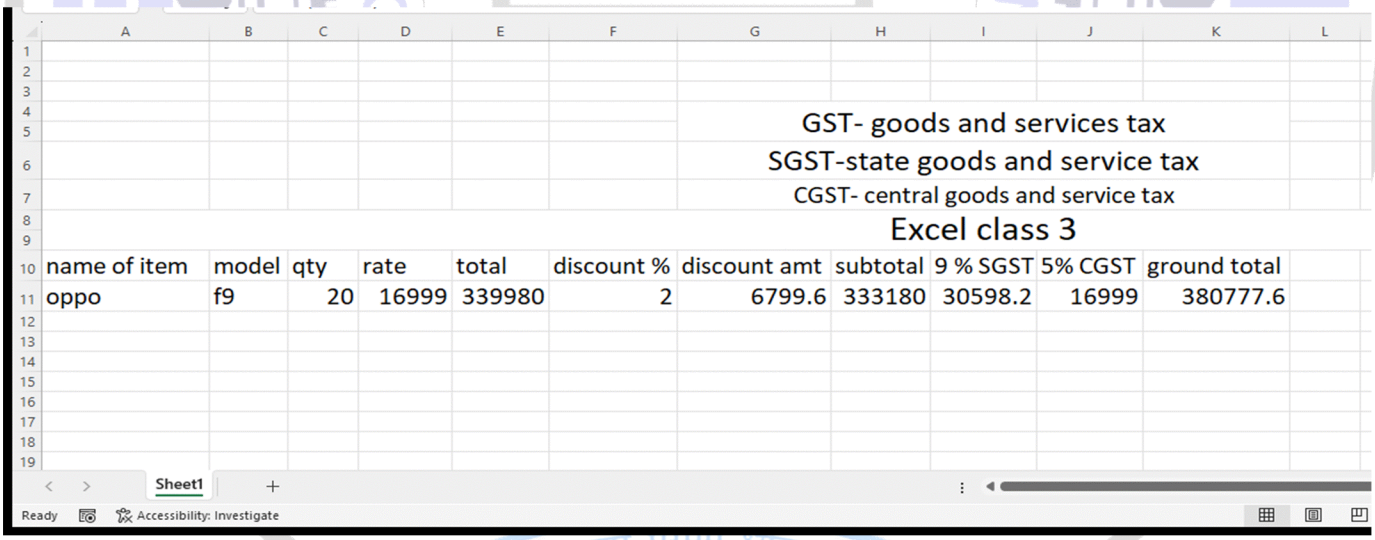
टोटल तक आप सिख चुके है इसके आगे डिस्काउंट रेट मतलब छुट आप खुद से डाले

- ❖ डिस्काउंट अमाउंट **=(E2*F2/100)** यहाँ पर **E2** में टोटल है इसलिए **e**$_2$ लिए और डिस्काउंट रेट **F**$_2$ में है इसलिए **f**$_2$ और भाग देंगे 100 से
- ❖ सब टोटल में जितना डिस्काउंट अमाउंट आया है उसको टोट **=(E2-G2)** ए

पेड अमाउंट आप खुद से डाले जितना आपको भुगतान करना अबसब टोटल अमाउंट में से पेड अमाउंट को घटाए **=(h2-i2)**

अब सारा फॉर्मेट इसी तरह से बनाना है और कैलकुलेशन भी सोच समझकर करना है

Excel practice 3.



GST- goods and services tax
SGST-state goods and service tax
CGST- central goods and service tax

Excel class 3

name of item	model	qty	rate	total	discount %	discount amt	subtotal	9 % SGST	5% CGST	ground total
oppo	f9	20	16999	339980	2	6799.6	333180	30598.2	16999	380777.6

- ✓ **Total =(D11*C11)**
- ✓ **Discount amount =(E11*F11/100)**
- ✓ **Subtotal =(E11-G11)**
- ✓ **9 % SGST =(E11*9/100)**

5% CGST =(E11*5/100)

Ground total =SUM(H11+I11+J11)

	A	B	C	D	E	F	G	H
1	purchase invoice							
2	name of item	model	qty/pcs	rate	total	extra cost	per pcs cost	total value
3	richa gold	25kg	50	1300	65000	1000	20	1320
4	mini kit	50kg	25	2500	62500	2500	100	2600
5	richa gold	25kg	50	1200	60000	1000	20	1220
6	mini kit	50kg	25	2500	62500	2500	100	2600
7	richa gold	25kg	50	1200	60000	1000	20	1220
8	mini kit	50kg	25	2500	62500	2500	100	2600
9	richa gold	25kg	50	1200	60000	1000	20	1220
10	mini kit	50kg	25	2500	62500	2500	100	2600
11	richa gold	25kg	50	1200	60000	1000	20	1220
12	mini kit	50kg	25	2500	62500	2500	100	2600
13	sales							
14								
15	name of item	model	qty/pcs	rate	total	profit	stock	
16	richa	25kg	2	1400	2800	80	48	
17								
18								

Total =(C3*D3) **per pcs cost=** =(F3/C3)

Total value =(D3+G3) **profit =** =(D16-H3) **stock** =(C3-C16)

Practice 4.

	A	B	C	D	E–G	H	I	J	K	L	M
1–2	webdom private limited										
3				course details & admission							
4	sl.no	name of student	mobile number	adhar number	Address	course	course fee	duration	registration fee	Admission fee	total fee
5	1	rohan kumar	9302431754	548202169873	mushari, pusa road muzaffarpur	ADCA	6200	1 year	300	200	6700
6	2	bablu kumar	9234293029	544547896254	kalyani muzaffarpur 842002	DCA	3200	6 months	300	200	3700
7	3										
8	4										

N	O	P	Q	R	S	T
number of installment	installment amount	installment 1	installment 2	installment 3	installment 4	installment 5
5	1340	1340				
3	1233.333333					

Total Fee =(I5+K5+L5)

Installment amount =(M5/N5)

practice 5.

	A	B	C	D	E	F	G	H
1						worksheet 01		
2								
3	name of worker	date of joining	working days	rate per days	total	advance paid 1	date	advance paid 2
4	mohan	7/9/2021	220	478	105160	5000	1/11/2021	4000
5	rohan kumar	10/12/2022	160	550	88000	2000	1/1/2023	10000
6								

	H	I	J	K	L	M	N	O	P
1	01								
2									
3	advance paid 2	date	advance paid 3	date	total adv paid	sub total	now paid	ground total	date
4	4000	15/11/2021	5000		14000	91160	80000	11160	
5	10000	1/3/2023	1000	10/3/2023	13000	75000	70000	5000	
6									

TOTAL = (D4*C4), Total Advance Paid =SUM(F4+H4+J4)

Sub total =(E4-L4) ground total =(M4-N4)

Practice 5

	A	B	C	D	E	F	G	H	I
1								purchase invoice	
2	1	name of item	model	quantity	rate	total	discount rate %	discount value	sub total	9%
3	2	oppo	f19	10	16550	165500	4	6620	158880	1
4	3									

J	K	L	M
9% sgst	9% cgst	total tax	ground total
14299.2	14299.2	28598.4	187478.4

total =(D3*E3)

discount value =(F3*G3/100)

sub total =(F3-H3)

9% sgst =(I3*9/100)

9% cgst =(I3*9/100) total tax =(J3+K3)

Ground total =(I3+L3)

Practice 6.

	B	C	D	E	F	G	H	I	J	K	L
1											
2			salary sheet								
3					D.A	DEARNESS Allowance					
4					H.R.A	HOUSE RENT Allowance					
5					T.A	TRAVELLING Allowance					
6					M.A	MEDICAL Allowance					
7					P.F	Provident Fund					

Practice 6.

8	NAME OF EMPLOYEE	DATE OF JOINING	SALARY	WORKING DAYS	PRESENT	ABSENT	GROSS SALARY	D.A 10%	HRA 5%	TA 2%
9	Harish kumar	10/12/2022	30000	26	24	2	27692.30769	2769.23	1384.62	553.846
10										

K	L	M	N
.A 4%	TOTAL SALARY	PF 8 %	SUB TOTAL
.107.69	33507.69231	2680.62	30827.077

ABSENT =D9-E9

GROSS SALARY =(C9/D9*E9)

D.A 10% =(G9*10/100)

H.R.A. =(G9*5/100)

T.A =(G9*2/100)

M.A =G9*4/100 , TOTAL SALARY =SUM(G9:K9), PF=(L9*8/100), SUB TOTAL =(L9-M9)

Practice 7.

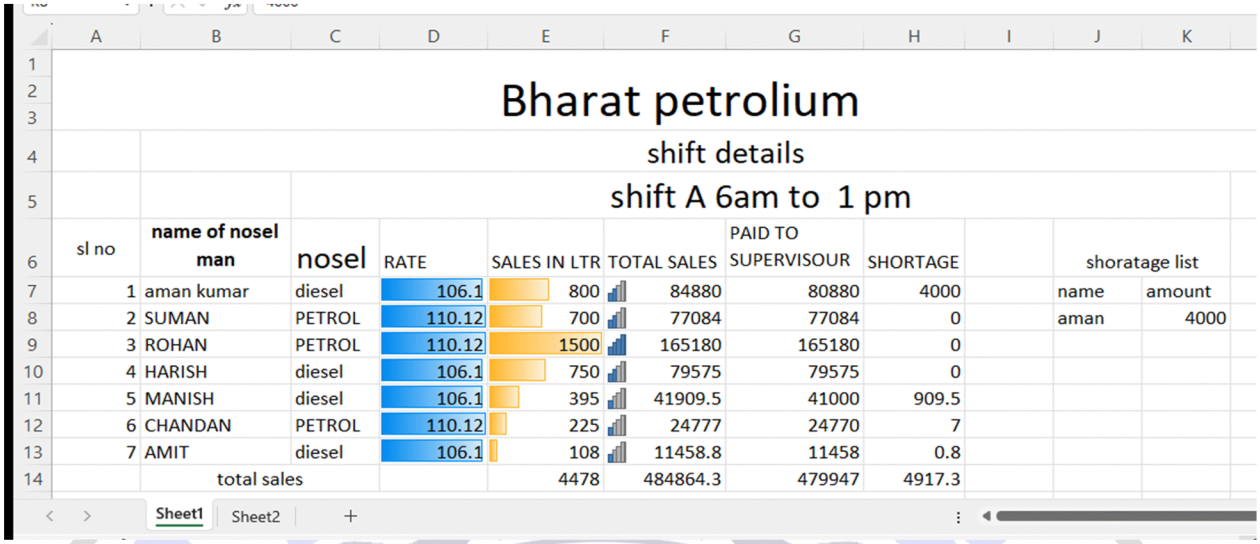
	A	B	C	D	E	F	G
1	name of worker	date of joining	net salary	working days	present	leave	gross salary
2	neeraj	13.03.2021	21000	26	24	2	19384.615
3							
4							
5							

H	I	J	K	L
over time hours	over time day	over time rate	total	final salary
159	19.875	850	16894	36278.36538

=(D2-E2) leave , gross salary =(C2/D2*E2), over time day =(H2/8).

Total salary =(I2*J2), final salary =(G2+K2)

Practice 8. Petrol pump calculation



Bharat petrolium

shift details

shift A 6am to 1 pm

sl no	name of nosel man	nosel	RATE	SALES IN LTR	TOTAL SALES	PAID TO SUPERVISOUR	SHORTAGE	shoratage list	
								name	amount
1	aman kumar	diesel	106.1	800	84880	80880	4000	aman	4000
2	SUMAN	PETROL	110.12	700	77084	77084	0		
3	ROHAN	PETROL	110.12	1500	165180	165180	0		
4	HARISH	diesel	106.1	750	79575	79575	0		
5	MANISH	diesel	106.1	395	41909.5	41000	909.5		
6	CHANDAN	PETROL	110.12	225	24777	24770	7		
7	AMIT	diesel	106.1	108	11458.8	11458	0.8		
total sales				4478	484864.3	479947	4917.3		

Sheet1 Sheet2

Practice 9.

Emi calculation

name of bike	model	cc	ex.price	registration	rtx	insurance	total price	10 % intrest yearly	year loan	total intrest
hero	hf delux	100	62000	3000	1500	3500	70000	7000	2	14000

processing fee	total after interset	24 months emi	3 months downpay ment	sub total
2500	86500	3604.167	10812.5	75687.5

total price =SUM(D2:G2)

10% interest =(H2*10/100)

Total interest =(I2*J2)

Total after interest =(H2+K2+L2)

24 months EMI =(M2/24),3

months downpayment =(N2*3),

sub total =(M2-O2)

practice 10. Loan calculation

EXCEL CLASS LOAN CALCULATION

NAME OF CUSTOMER	TYPE OF LOAN	LOAN AMOUNT	PER 10 % yearly	tenure in year	total intrest	tenure in months	PROCESSING FEE	TOTAL	MONTHS EMI	JANUARY
aman kumar	home loan	300000	30000	5	150000	60	5000	455000	7583.33	
ramesh kumar	business loan	700000	70000	3	210000	36	5000	915000	25416.7	
suresh kumar	car loan	500000	50000	2	100000	24	5000	605000	25208.3	
harish kumar	home loan	100000	10000	5	50000	60	5000	155000	2583.33	
mahesh kumar	business loan	500000	50000	4	200000	48	5000	705000	14687.5	
pradeep kumar	car loan	650000	65000	2	130000	24	5000	785000	32708.3	
dinesh klumar	home loan		0	1	0	12	5000	5000	416.667	
	business loan		0		0	0	5000	5000	#DIV/0!	
			0		0	0	5000	5000	#DIV/0!	

per 10 % yearly =C3*10/100, total interest =(D3*E3)

tenure in months =(12*E3). Total =(C3+F3+H3). months Emi =I3/G3

practice 11. Ewi calculation

	A	B	C	D	E	F	G	H	I	J
1	sks finance private limited									
2	Customer id	Name	loan amount	loan mode	intrest mothly	months in tenure	total intrest	total loan amount	week total	EWI
3	85444	harish	40000	weekly	2	6	4800	44800	24	1866.667
4										

Total interest =(C3*12/100), total loan amount =(C3+G3) week total =(F3*4)

Ewi =(H3/I3)

Practice 12. If condition

value_if_true
logical_test | value_if_false

C2 =IF(B2>80, "Good", "Bad")

	A	B	C	D
1	Name	Score	Result	
2	Aiden	88	Good	
3	Ava	61	Bad	
4	Emma	94	Good	
5	Ethan	73	Bad	
6	Liam	64	Bad	
7	Lucas	83	Good	

practice 13

=IF(B2>249, "Excellent", IF(B2>=200, "Good", IF(B2>150, "Satisfactory", "Poor ")))

	A	B	C	D	E	F
1	Student name	Score	Result		Scores	
2	Brian	274	Excellent		Excellent	Over 249
3	Christian	280	Excellent		Good	249 to 200
4	Colin	170	Satisfactory		Satisfactory	199 to 150
5	Laura	237	Good		Poor	Under 150
6	Melissa	210	Good			
7	Mike	186	Satisfactory			
8	Neal	240	Good			
9	Peter	146	Poor			
10	Rachel	287	Excellent			

Practice 14. Marksheet

Marksheet

subject

name of student	class	roll no	roll code	hindi	sanskrit	math	social science	science	total marks	per %	div	result
Sunny kumar	x	1002	5012	50	60	40	90	98	338	67.6		

pass

result formula

=IF(E5<30,"fail",IF(F5<30,"fail",IF(G5<30,"fail",IF(H5<30,"fail",IF(I5<30,"fail","pass")))))

division formula

=IF(J5>=300,"first",IF(J5>=225,"second",IF(J5>=150,"third","fail")))

per % formula

=(J5*100/500)

300=first
225= second
150=third
fail

Sheet1

Practice 15.

=IF(K3>=90,"S",IF(K3>=80,"A+",IF(K3>=70,"A",IF(K3>=60,"B+",IF(K3>=35,"B","F")))))

	A	B	C	D	E	F	G	H	I	K	L
1	XIIth Standard										
2	Sr. No.	Division	Roll No	Name	Accountancy	English	Maths	Economics	Business Studies	Average	Grade
3	1	A	1	Akhilesh	97	36	47	13	34	45	=IF(K3>=90,"S",IF(
4	2	A	2	Ruchi	69	85	86	51	53	69	K3>=80,"A+",IF(
5	3	A	3	Bhawna	19	72	41	53	40	45	K3>=70,"A",IF(
6	4	A	4	Isha	76	68	46	11	22	45	K3>=60,"B+",IF(
7	5	A	5	Chetan	55	31	56	99	93	67	K3>=35,"B","F")))))
8	6	A	6	Neeti	84	57	68	30			
9	7	A	7	Chanchal	18	46	51	63	22	40	

IF(logical_test, [value_if_true], **[value_if_false]**)

Practice 16. If and condition.

D2 =IF(AND(B2="pass", C2="pass"), "Good!", "Bad")

	A	B	C	D	E	F
1	Name	Test 1	Test 2	Result		
2	Colin	Pass	Pass	Good!		
3	Den	Fail	Pass	Bad		
4	Dustin	Fail	Pass	Bad		
5	Frank	Pass	Pass	Good!		
6	James	Pass	Fail	Bad		
7	Karl	Pass	Pass	Good!		
8	Mike	Pass	Pass	Good!		
9	Scott	Pass	Pass	Good!		
10	Yvette	Fail	Fail	Bad		

Practice 17. If or condition.

=IF(OR(B2="delivered",B2="paid"),"Closed","Open")

	A	B	C	D	E
1	Order no.	Progress	Status		
2	101	Delivered	Closed		
3	102	In transit	Open		
4	103	Delivered	Closed		
5	104	Delivered	Closed		
6	105	Paid	Closed		
7	106	In transit	Open		
8	107	Cancelled	Open		

Practice 18.

Marksheet Calculation in Excel

Sr	Subject	Total Marks	Obtain Marks	Grade
1	English	100	81	A
2	Math	100	75	B
3	Science	100	60	B
4	Physics	100	55	C
5	Chemestry	100	30	F
6	Evs	100	80	A
Total		600	381	

IF formula for Grade

=IF(D5<35,"F",IF(D5<60,"C",IF(D5<80,"B","A")))

Grade Criteria

Above 80	A
60-79	B
35-59	C
0 - 34	F

Minimum	30.00	=MIN(E5:E10)
Maximum	81.00	=MAX(E5:E10)
Average	63.50	=AVERAGE(E5:E10)
Percentage	63.50	=E11/D11 Cell format Percentage

Practice 19.

I2 =IF(H2>80%,"A",IF(H2>70%,"B",IF(H2>60%,"C","D")))

	A	B	C	D	E	F	G	H	I
1	Name of student	Math	Science	History	Civics	Accounting	Total Marks	Percentage	Grade Achieved
2	ASHOK	83	91	67	72	78	391	78%	B
3	MAHESH	89	59	64	50	55	317	63%	C
4	RAJESH	53	90	61	85	50	339	68%	C
5	RAKESH	58	60	83	51	97	349	70%	C
6	POOJA	55	64	77	100	65	361	72%	B
7	RAHUL	89	51	97	91	77	405	81%	A
8	AKSHAT	79	81	52	53	60	325	65%	C
9	ABHIESH	65	68	91	78	100	402	80%	A
10	MANJU	85	68	52	60	70	335	67%	C
11									

Practice 20. (Count , डाटा को गिन्नने के लिए , count a डाटा में अल्फाबेटिकल को गिन्ने के लिए , count if एक जैसा डाटा को गिन्नने के लिए , count blank डाटा में से खली सेल को गिनने के लिए

name of item	model	qty	rate	total	discount rate	discount amount	sub total
oppo	f9	20	10000	200000	2	4000	196000
vivo	12	20	8999	179980	3	5399.4	174580.6
techno spark	2020	10	9500	95000	2	1900	93100
samsung	g20	20	9700	194000		0	194000
redmi	note 6	10	9800	98000	2	1960	96040
vivo	3	5	10500	52500	1	525	51975
oppo	f9	20	10000	200000	1	2000	198000
vivo	12	20	8999	179980	2	3599.6	176380.4
techno spark	2020	10	9500	95000	2	1900	93100
samsung	g20	20	9700	194000		0	194000
redmi	note 6	10	9800	98000	3	2940	95060
vivo		5	10500	52500	2	1050	51450
oppo	f9	20	10000	200000	2	4000	196000
vivo	12	20	8999	179980	3	5399.4	174580.6
techno spark	2020	10	9500	95000	2	1900	93100
samsung	g20	20	9700	194000	2	3880	190120
redmi	note 6	10	9800	98000	2	1960	96040
vivo	2	5	10500	52500	1	525	51975
oppo	f9	20	10000	200000	1	2000	198000
vivo	12	20	8999	179980	2	3599.6	176380.4
techno spark	2020	10	9500	95000	2	1900	93100
samsung	g20	20	9700	194000	2	3880	190120
redmi	note 6	10	9800	98000	3	2940	95060
vivo	1	5	10500	52500	2	1050	51450
oppo	f9	20	10000	200000	2	4000	196000
vivo	12	20	8999	179980	3	5399.4	174580.6
techno spark	2020	10	9500	95000	2	1900	93100
samsung	g20	20	9700	194000	2	3880	190120
redmi	note 6	10	9800	98000	2	1960	96040
vivo	2	5	10500	52500	1	525	51975
oppo	f9	20	10000	200000	1	2000	198000
vivo	12	20	8999	179980	2	3599.6	176380.4
techno spark	2020	10	9500	95000	2	1900	93100
samsung	g20	20	9700	194000	2	3880	190120
redmi	note 6	10	9800	98000	3	2940	95060
vivo	1	5	10500	52500	2	1050	51450
oppo	f9	20	10000	200000	2	4000	196000
vivo	12	20	8999	179980	3	5399.4	174580.6
techno spark	2020	10	9500	95000	2	1900	93100
samsung	g20	20	9700	194000	2	3880	190120
redmi	note 6	10	9800	98000	2	1960	96040
vivo	2	5	10500	52500	1	525	51975
oppo	f9	20	10000	200000	1	2000	198000
vivo	12	20	8999	179980	2	3599.6	176380.4
techno spark	2020	10	9500	95000	2	1900	93100
samsung	g20	20	9700	194000	2	3880	190120
redmi	note 6	10	9800	98000	3	2940	95060
vivo	1	5	10500	52500	2	1050	51450

=COUNTIF(A2:A51,"vivo")

vivo	16

=SUMIF(A2:A51,"vivo")

vivo	1859840

=COUNT(C2:C49) 48

=counta 48

=COUNTBLANK(A1:H49)

3

Practice 21. VLOOKUP (डाटा खोंजने के लिए)

VLOOKUP | =VLOOKUP(E2,A:C,3,0)

	A	B	C	D	E	F	G
1	First Name	Last Name	Runs		First Name	Last Name	Runs
2	Rahul	Dravid	50		Virat	Kohli	=VLOOKUP(E2,A:C,3,0)
3	Sachin	Tendulkar	52				
4	Mahendra	Dhoni	54				
5	Sourav	Ganguly	56				
6	Virat	Kohli	58				
7	Hardik	Pandya	60				
8	Rushabh	Pant	62				
9							

B9 | =HLOOKUP(B8,B1:F6,5,0)

	A	B	C	D	E	F	G	H
1	EMP	FIS6067	FIS5228	FIS6799	FIS1149	FIS5834		
2	SALES1	66	43	36	82	89		
3	SALES2	51	83	41	125	79		
4	SALES3	35	97	92	41	39		
5	SALES4	84	76	35	48	37		
6	SALES5	110	77	90	37	34		
7								
8	EMP	FIS1149						
9	Sales 4	48						
10								

=HLOOKUP(

HLOOKUP(**lookup_value**, table_array, row_index_num, [range_lookup])

Excel practice 22.

=DATEDIF(A2,B2,"M")

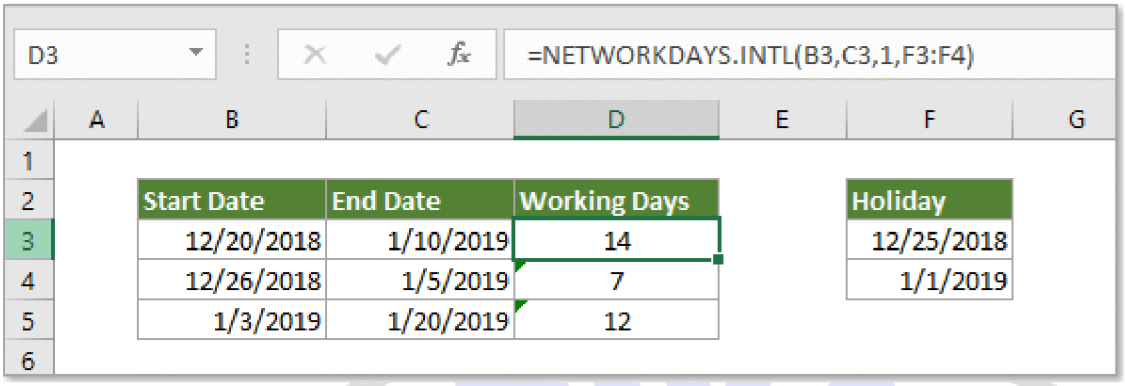
	A	B	C	D
1	First Date	Second Date	Year in Fraction	DATEDIF
2	8/31/2011	4/13/2019	7.61944	=DATEDIF(A2,B2,"M")
3	7/2/2015	1/7/2020	4.51389	
4	4/11/2014	12/20/2014	0.69167	
5	8/3/2017	5/5/2018	0.75556	
6	6/4/2012	6/20/2016	4.04444	
7	7/30/2015	9/3/2015	0.09167	
8	8/13/2015	3/25/2019	3.61667	
9	9/13/2011	3/13/2012	0.5	
10	12/13/2012	8/30/2020	7.71389	
11	5/30/2012	4/24/2015	2.9	
12				

C2 | =DATEDIF(B2,TODAY(),"Y") & " Years, "&
DATEDIF(B2,TODAY(),"YM") & " Months, "&
DATEDIF(B2,TODAY(),"MD") & " Days"

	A	B	C
1	Name	Date of birth	Age
2	Mike	6-Jun-1996	20 Years, 3 Months, 20 Days
3	Natalie	20-Mar-1983	33 Years, 6 Months, 6 Days
4	Neal	25-Sep-2000	16 Years, 0 Months, 1 Days
5	Peter	21-Aug-1984	32 Years, 1 Months, 5 Days
6	Kate	30-Mar-1990	26 Years, 5 Months, 27 Days

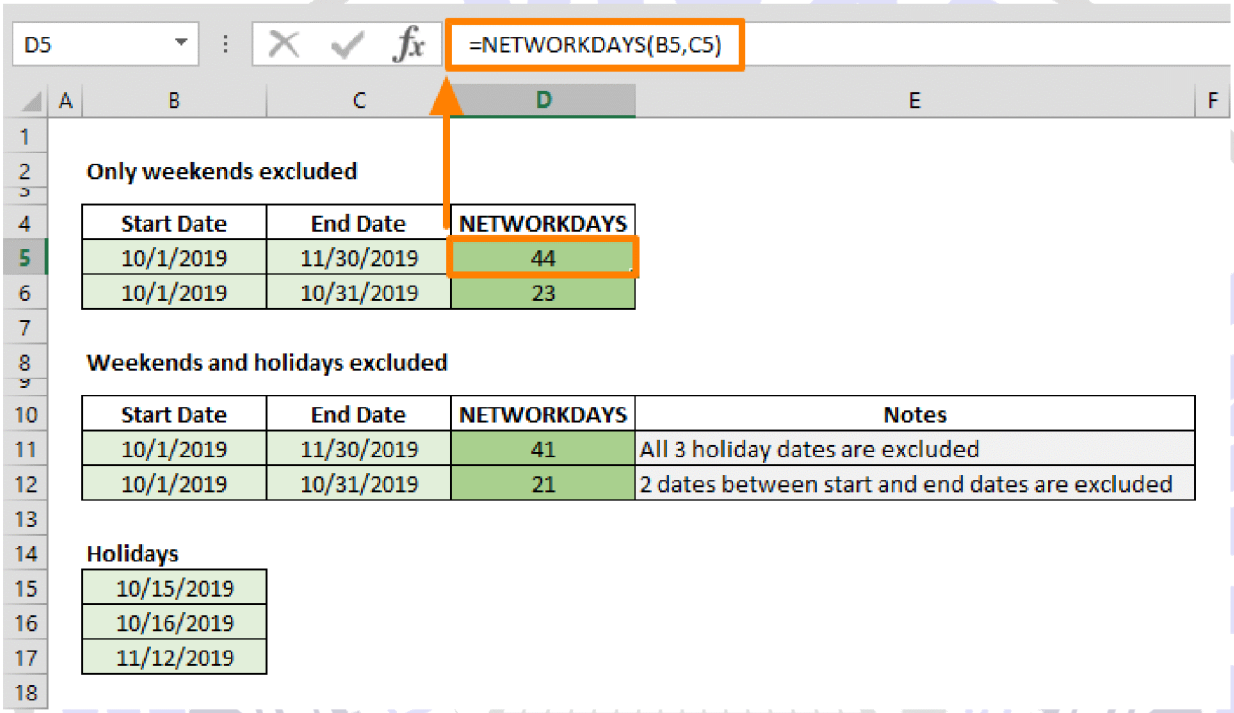
C4 | =B4-TODAY() C4

	A	B	C
1		Today's Date:	8/25/2021
2	Next Inspection Dates		
3	Member	Date	Days
4	Sorter #1	09/12/22	383
5	Sorter #2	07/30/22	339
6	Baler #1	01/04/23	497



Start Date	End Date	Working Days
12/20/2018	1/10/2019	14
12/26/2018	1/5/2019	7
1/3/2019	1/20/2019	12

Holiday
12/25/2018
1/1/2019



Only weekends excluded

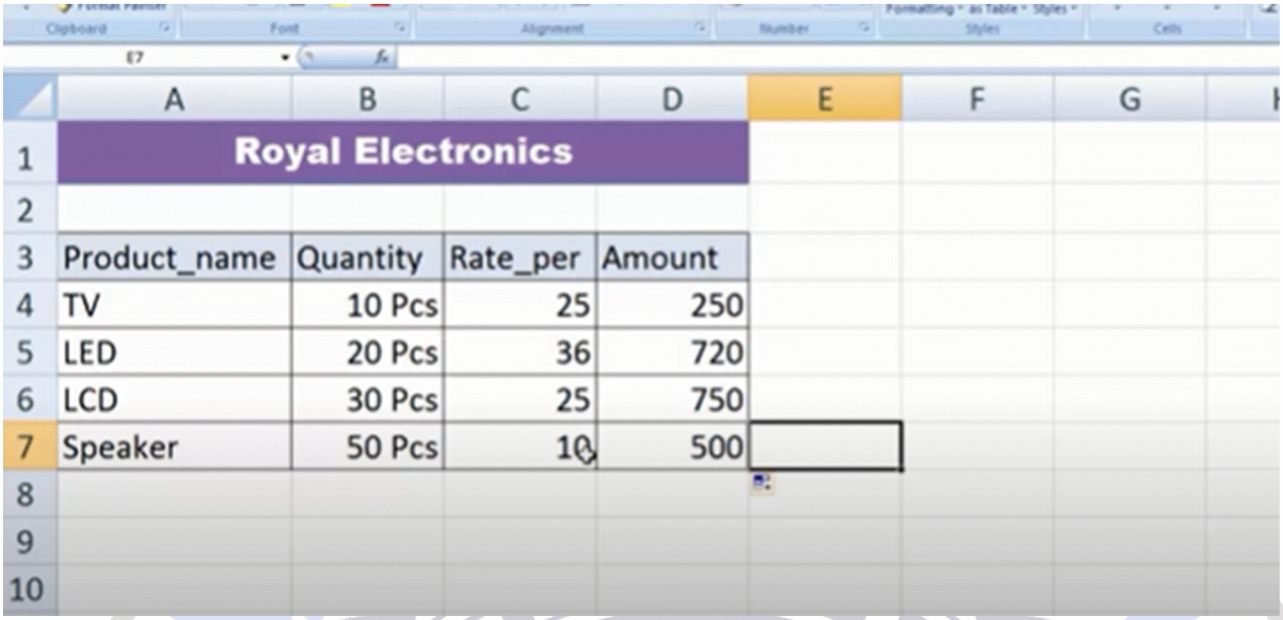
Start Date	End Date	NETWORKDAYS
10/1/2019	11/30/2019	44
10/1/2019	10/31/2019	23

Weekends and holidays excluded

Start Date	End Date	NETWORKDAYS	Notes
10/1/2019	11/30/2019	41	All 3 holiday dates are excluded
10/1/2019	10/31/2019	21	2 dates between start and end dates are excluded

Holidays

10/15/2019
10/16/2019
11/12/2019



	A	B	C	D	E	F	G
1	Royal Electronics						
2							
3	Product_name	Quantity	Rate_per	Amount			
4	TV	10 Pcs	25	250			
5	LED	20 Pcs	36	720			
6	LCD	30 Pcs	25	750			
7	Speaker	50 Pcs	10	500			
8							
9							
10							

F12 =VLOOKUP($E$8,Sheet1!$B$2:$L$10,6)

How to Make Automatic Marksheet

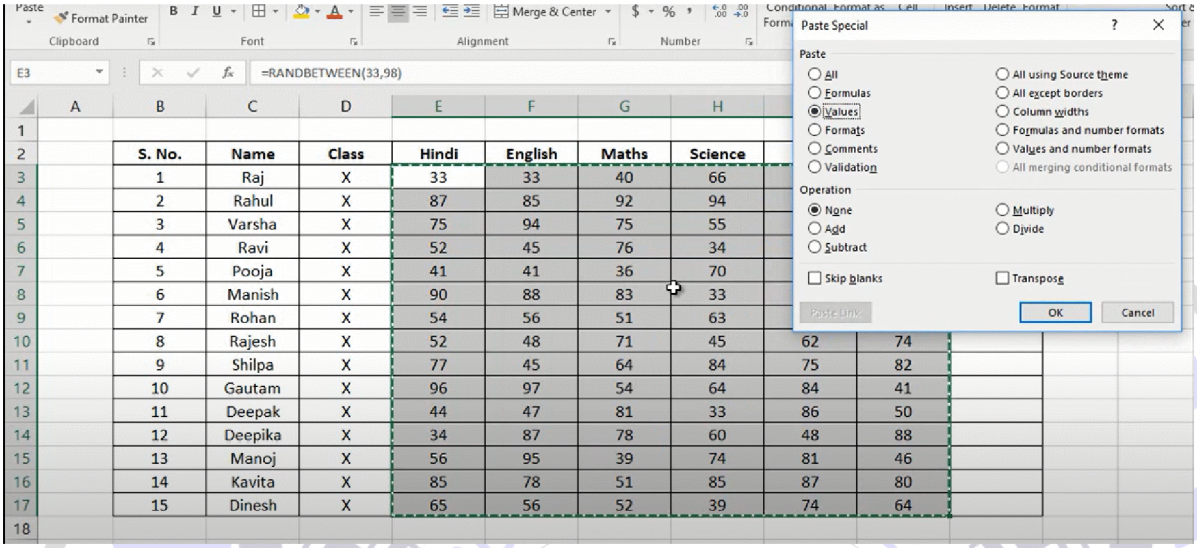
Whitney High School

Class:	IX	**Session:**	2019-20
Roll:	1	**Date of Birth**	1/5/2000
Name :	Ron	**Father's Name**	Lukas

Subjects	Total Marks	Passing Marks	Marks Obtained	Grade
English	100	35	15	
Math	100	35		
Physics	100	35		
Chemistry	100	35		
Biology	100	35		

Total Marks :		**Obtained Marks:**	
Passing Marks:		**Percentage:**	
Result:		**Grade:**	

=Randbetween(30,100) randbetween का प्रयोग करके हम selected सेल में हम नंबर डाल सकते है



	S. No.	Name	Class	Hindi	English	Maths	Science		
3	1	Raj	X	33	33	40	66		
4	2	Rahul	X	87	85	92	94		
5	3	Varsha	X	75	94	75	55		
6	4	Ravi	X	52	45	76	34		
7	5	Pooja	X	41	41	36	70		
8	6	Manish	X	90	88	83	33		
9	7	Rohan	X	54	56	51	63		
10	8	Rajesh	X	52	48	71	45	62	74
11	9	Shilpa	X	77	45	64	84	75	82
12	10	Gautam	X	96	97	54	64	84	41
13	11	Deepak	X	44	47	81	33	86	50
14	12	Deepika	X	34	87	78	60	48	88
15	13	Manoj	X	56	95	39	74	81	46
16	14	Kavita	X	85	78	51	85	87	80
17	15	Dinesh	X	65	56	52	39	74	64

Id function(left right middle)

	id	name of Employe	position	mobile	adhar number	address	salary	present day	absent day	gross salary
2	kri6551234	krishna kumar	accountant	9234255655	123458844555	vill manika mushahri muzaffarpur	30000	26	4	30000
4	=LEFT(B2,3)&RIGHT(D2,3)&LEFT(E2,4)									

Test .1

	A.K STELL FACTORY BANGLORE														
	AT- KATODHA MOUNTAIN, NEAR KATODHA GOVT SCHOOL														
	PH:- 993992200,66200520501														
	NAME OF LABOUR	DATE OF JOINING	WORKING DAYS	FIXED SALARY	PRESENT DAY	LEAVE	ACTUAL SALARY	OVER TIME IN HRS	OVER TIME RATE	OVER TIME TOTAL	GROSS SALARY	BONUS	P.F 8%	TOTAL SALARY	TOTAL ADVANCE TAKEN	SUB TOTAL
	manish kumar	1/4/2021	26	28000	24	2	25846.15	35	350	12250	38096.15	WALL WATCH	3047.692	35048.46	20000	15048.46

Test 2.

How to Make Automatic Marksheet

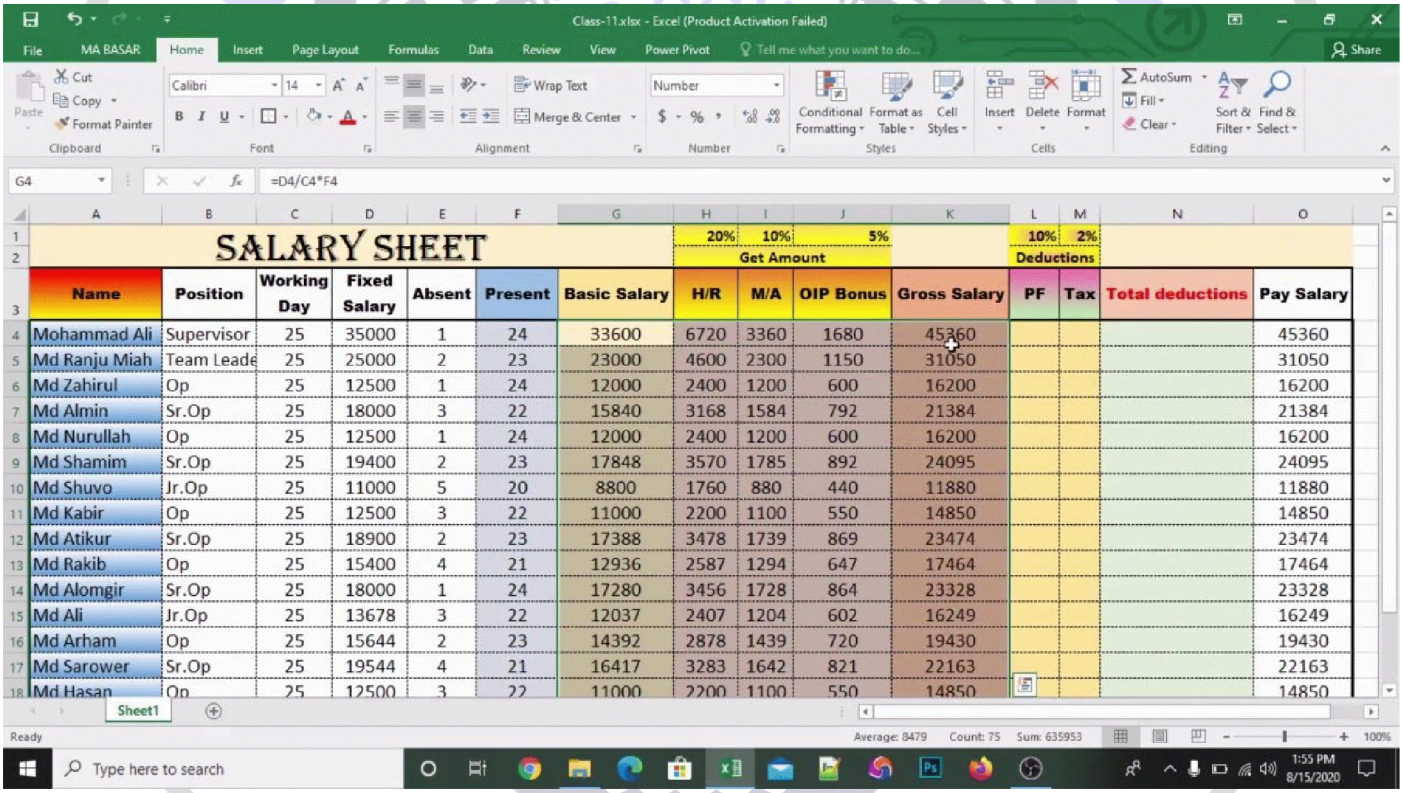
Whitney High School

Class:	IX	Session:	2019-20
Roll:	1	Date of Birth	1/5/2000
Name :	Ron	Father's Name	Lukas

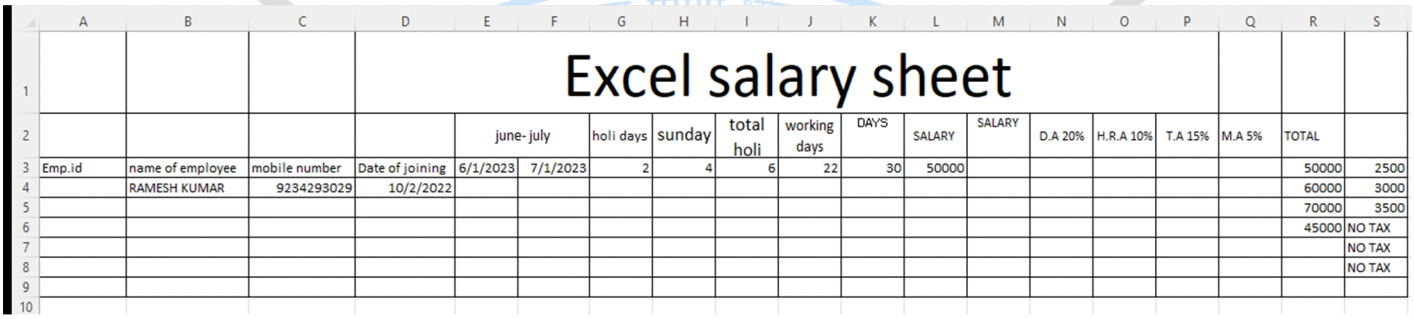
Subjects	Total Marks	Passing Marks	Marks Obtained	Grade
English	100	35	15	
Math	100	35		
Physics	100	35		
Chemistry	100	35		
Biology	100	35		

Total Marks :		Obtained Marks:	
Passing Marks:		Percentage:	
Result:		Grade:	

Test 3.

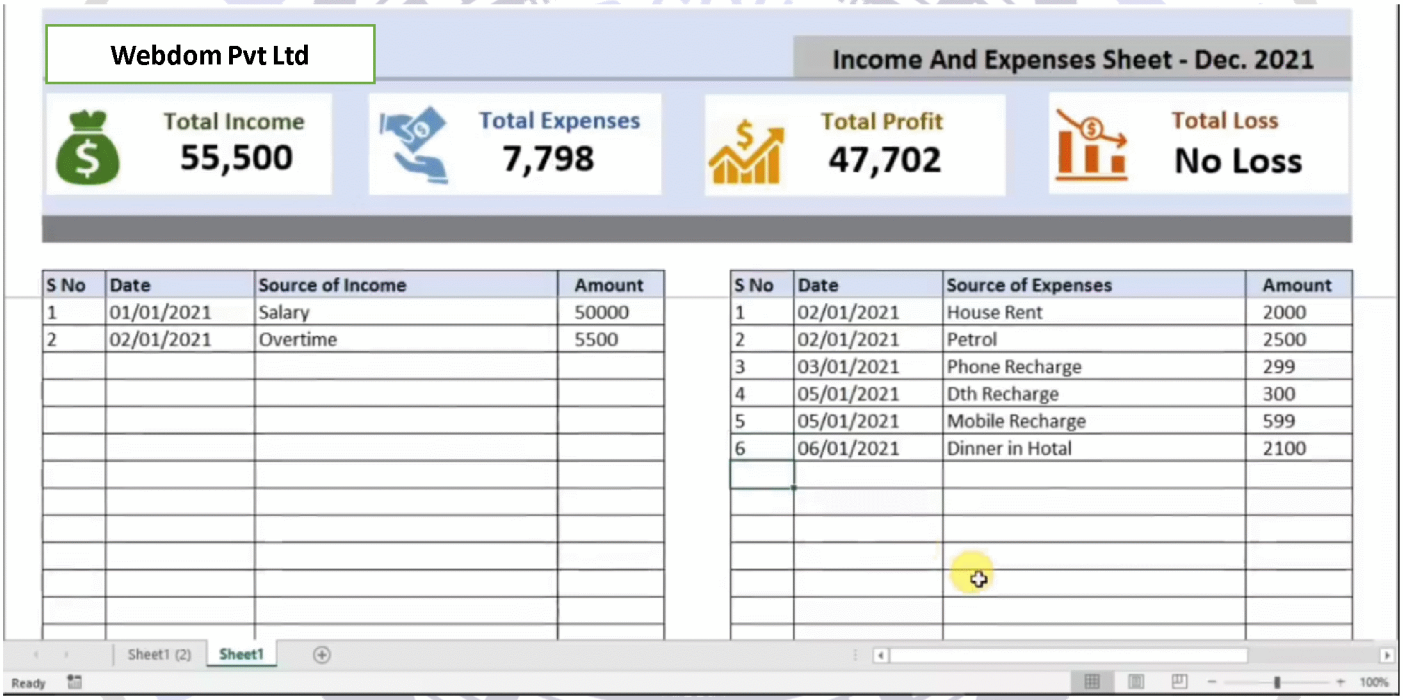


Test 4.



Learn multi sheet work.

इसमें आपको डैशबोर्ड हु बहु ऐसे ही बनाना है और 5शीट और तैयार करना है , फिर आपको लिंक करना सिखाया जायेगा



multi sheet 2.

first sheet

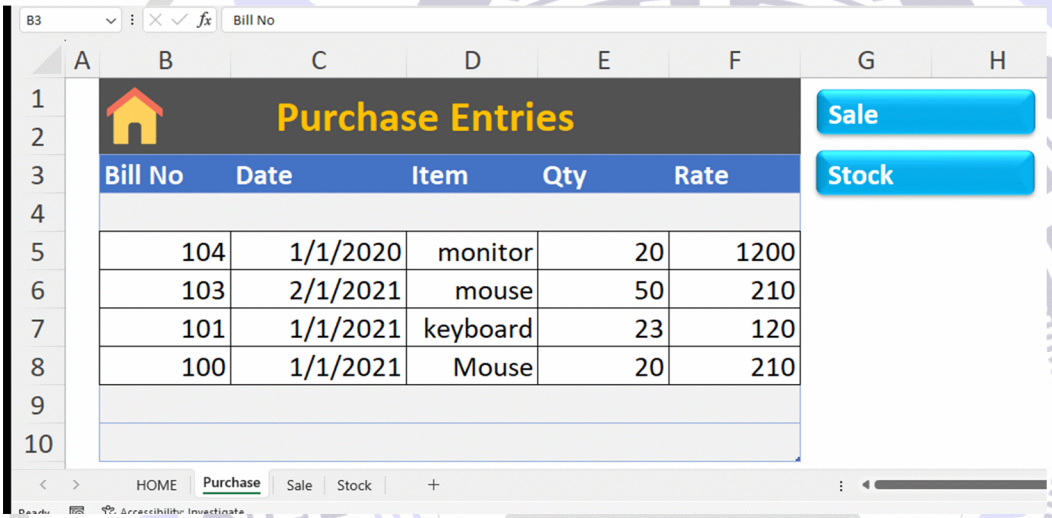
Entry Type :	Sale
Last Billed :	0

Refresh Stock | Purchase | Sale | Stock

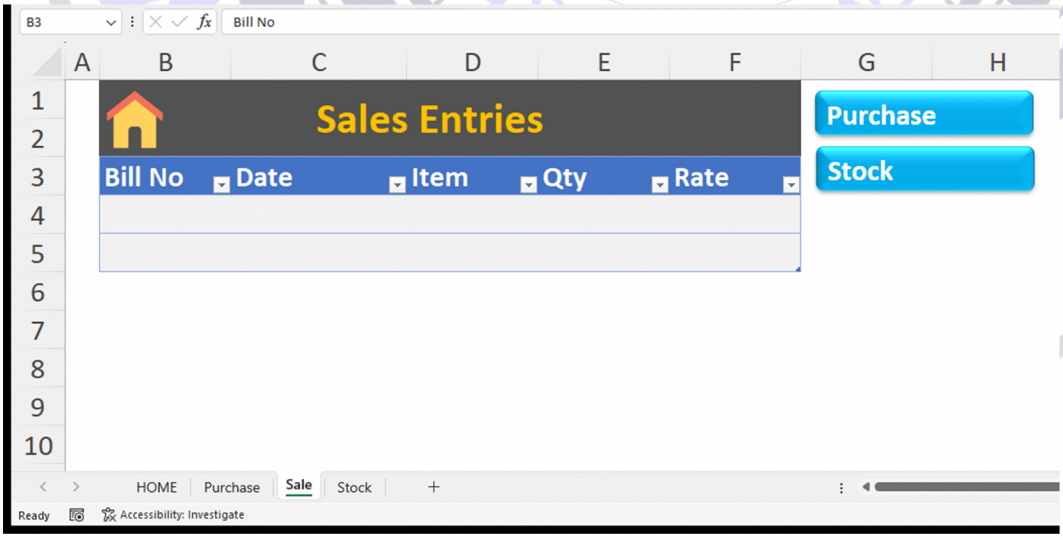
Bill No :	1
Date :	10/10/2012
Item :	mouse
Qty :	5
Rate :	500

Purchase Entry | Sale Entry

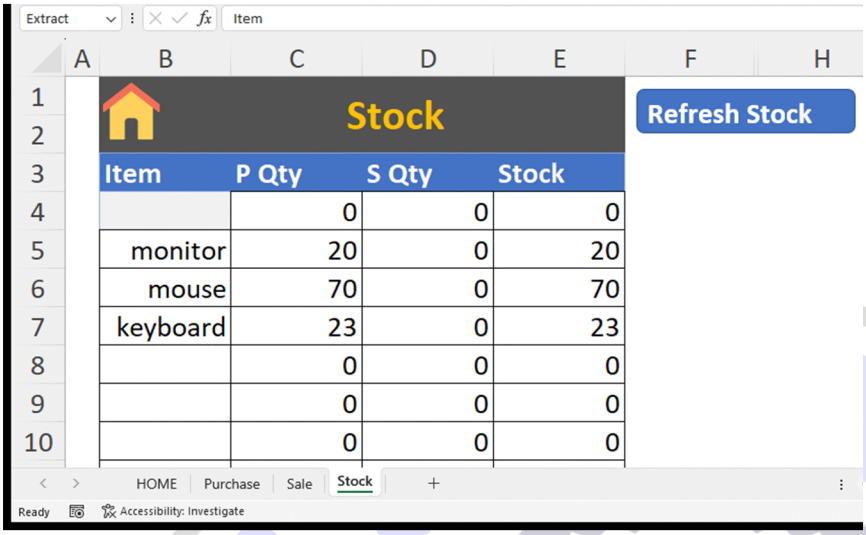
2nd sheet



3rd sheet



4th sheet



Learn macros

- ✓ Learn page arrange.
- ✓ Format painter
- ✓ Goto option
- ✓ Filter
- ✓ Password protected sheet
- ✓ Conditional formatting
- ✓ Format as table insert table delete table ,
- ✓ Chart, link,
- ✓ Data validation
- ✓ Macros.

All important Excel Formulas
Downloaded From atozibrary.in (Visit For More)

Sl No	Formula Name	Purpose	How to Use
1	SUM	Adds numbers	Formula:- =SUM(A1:A5) adds the numbers in cells A1 to A5.
2	AVERAGE	Calculates average	Formula:- =AVERAGE(B1:B5) computes the average of numbers in cells B1 to B5.
3	MIN	Finds smallest number	Formula:- =MIN(C1:C5) identifies the smallest number in cells C1 to C5.
4	MAX	Finds largest number	Formula:- =MAX(D1:D5) finds the largest number in cells D1 to D5.
5	COUNT	Counts number of cells with data	Formula:- =COUNT(E1:E5) counts the number of non-empty cells in E1 to E5.
6	IF	Conditional statement	Formula:- =IF(F1>10, "Yes", "No") checks if the value in F1 is greater than 10.
7	VLOOKUP	Looks up a value in a table	Formula:- =VLOOKUP(G1, A1:B10, 2, FALSE) searches for the value in G1 within the range A1:B10 and returns the corresponding value from the second column.
8	HLOOKUP	Horizontal lookup	Similar to VLOOKUP but searches horizontally.
9	INDEX & MATCH	Advanced lookup	Formula:- =INDEX(A1:A10, MATCH(H1, B1:B10, 0)) searches for the value in H1 within the range B1:B10 and returns the corresponding value from A1:A10.
10	CONCATENATE	Joins text	Formula:- =CONCATENATE(I1, " ", J1) combines the text in I1 and J1 with a space in between.
11	LEFT, RIGHT, MID	Extracts part of text	Formula:- =LEFT(K1, 3) extracts the first 3 characters from K1.
12	LEN	Calculates length of text	Formula:- =LEN(L1) returns the number of characters in L1.
13	COUNTIF	Counts cells based on a condition	Formula:- =COUNTIF(M1:M5, ">10") counts cells in M1:M5 that are greater than 10.
14	SUMIF	Adds cells based on a condition	Formula:- =SUMIF(N1:N5, ">10", N1:N5) sums cells in N1:N5 that are greater than 10.
15	AVERAGEIF	Calculates average with a condition	Formula:- =AVERAGEIF(O1:O5, ">10", O1:O5) computes average of cells in O1:O5 greater than 10.
16	IFERROR	Handles errors	Formula:- =IFERROR(P1/Q1, "Error") divides P1 by Q1 and displays "Error" if an error occurs.
17	ROUND	Rounds a number	Formula:- =ROUND(R1, 2) rounds the number in R1 to 2 decimal places.
18	ROUNDUP	Rounds up to nearest integer	Formula:- =ROUNDUP(S1, 0) rounds the number in S1 to the nearest whole number.
19	ROUNDDOWN	Rounds down to nearest integer	Formula:- =ROUNDDOWN(T1, 0) rounds the number in T1 down to the nearest whole number.
20	TRIM	Removes extra spaces	Formula:- =TRIM(U1) removes extra spaces from the text in U1.
21	UPPER	Converts text to uppercase	Formula:- =UPPER(V1) converts the text in V1 to uppercase.
22	LOWER	Converts text to lowercase	Formula:- =LOWER(W1) converts the text in W1 to lowercase.
23	PROPER	Capitalizes the first letter of each word	Formula:- =PROPER(X1) capitalizes the first letter of each word in X1.
24	TEXT	Formats a number as text	Formula:- =TEXT(Y1, "mm/dd/yyyy") formats the date in Y1 as "mm/dd/yyyy".
25	DATE	Creates a date	Formula:- =DATE(2023, 12, 31) creates the date December 31, 2023.
26	TODAY	Returns the current date	Formula:- =TODAY() returns the current date.
27	NOW	Returns the current date and time	Formula:- =NOW() returns the current date and time.
28	ROW	Returns the row number	Formula:- =ROW(Z1) returns the row number of cell Z1.
29	COLUMN	Returns the column number	Formula:- =COLUMN(AA1) returns the column number of cell AA1.
30	COUNTBLANK	Counts empty cells	Formula:- =COUNTBLANK(AB1:AB5) counts the number of empty cells in AB1:AB5.
31	ISNUMBER	Checks if a cell contains a number	Formula:- =ISNUMBER(AC1) checks if the cell AC1 contains a number and returns TRUE or FALSE.
32	ISTEXT	Checks if a cell contains text	Formula:- =ISTEXT(AD1) checks if the cell AD1 contains text and returns TRUE or FALSE.

Sl No	Formula Name	Purpose	How to Use
33	ISBLANK	Checks if a cell is empty	Formula:- =ISBLANK(AE1) checks if the cell AE1 is empty and returns TRUE or FALSE.
34	IFNA	Handles #N/A errors	Formula:- =IFNA(AF1, "Not Available") displays "Not Available" if AF1 returns #N/A error.
35	AND	Checks multiple conditions	Formula:- =AND(AE1>10, AE1<20) checks if AE1 is greater than 10 and less than 20.
36	OR	Checks if at least one condition is TRUE	Formula:- =OR(AE1
37	NOT	Reverses the logical value	Formula:- =NOT(AE1
38	MATCH	Finds the position of an item	Formula:- =MATCH(AG1, AH1:AH10, 0) finds the position of AG1 in the range AH1:AH10.
39	INDEX	Returns a value from a table	Formula:- =INDEX(AI1:AJ10, 3, 2) returns the value from the 3rd row and 2nd column of AI1:AJ10.
40	OFFSET	Returns a cell or range offset from a reference	Formula:- =OFFSET(AI1, 2, 1) returns the cell 2 rows down and 1 column to the right of AI1.
41	SUMIFS	Adds cells based on multiple conditions	Formula:- =SUMIFS(AK1:AK10, AL1:AL10, ">10", AM1:AM10, "<20") sums cells in AK1:AK10 based on the conditions in AL1:AL10 and AM1:AM10.
42	AVERAGEIFS	Calculates average with multiple conditions	Formula:- =AVERAGEIFS(AN1:AN10, AO1:AO10, ">10", AP1:AP10, "<20") computes average of cells in AN1:AN10 based on the conditions in AO1:AO10 and AP1:AP10.
43	COUNTIFS	Counts cells based on multiple conditions	Formula:- =COUNTIFS(AQ1:AQ10, ">10", AR1:AR10, "<20") counts cells in AQ1:AQ10 based on the conditions in AR1:AR10.
44	UPPER	Converts text to uppercase	Formula:- =UPPER(AS1) converts the text in AS1 to uppercase.
45	LOWER	Converts text to lowercase	Formula:- =LOWER(AT1) converts the text in AT1 to lowercase.
46	PROPER	Capitalizes the first letter of each word	Formula:- =PROPER(AU1) capitalizes the first letter of each word in AU1.
47	SEARCH	Finds one text string within another	Formula:- =SEARCH("apple", AV1) finds the position of "apple" in the text in AV1.
48	REPLACE	Replaces characters in text	Formula:- =REPLACE(AW1, 2, 3, "123") replaces 3 characters starting from the 2nd position in AW1 with "123".
49	LEN	Calculates length of text	Formula:- =LEN(AX1) returns the number of characters in AX1.
50	RIGHT	Extracts characters from the right	Formula:- =RIGHT(AY1, 3) extracts the last 3 characters from AY1.
51	LEFT	Extracts characters from the left	Formula:- =LEFT(AZ1, 3) extracts the first 3 characters from AZ1.
52	MID	Extracts characters from the middle	Formula:- =MID(BA1, 2, 3) extracts 3 characters from the 2nd position in BA1.
53	CONCATENATE	Joins multiple text strings	Formula:- =CONCATENATE(BB1, " ", BC1) combines the text in BB1 and BC1 with a space in between.
54	TEXTJOIN	Joins text with a specified delimiter	Formula:- =TEXTJOIN(", ", TRUE, BD1:BD3) joins the text in cells BD1 to BD3 with a comma and space between each.
55	FIND	Finds the position of one text string within another	Formula:- =FIND("find", BE1) finds the position of "find" in the text in BE1.
56	REPT	Repeats text a specified number of times	Formula:- =REPT("A", 5) repeats the letter "A" 5 times.
57	SUBSTITUTE	Replaces text within a text string	Formula:- =SUBSTITUTE(BF1, "old", "new") replaces "old" with "new" in the text in BF1.
58	T	Returns the text format of a number or date	Formula:- =T(BG1) converts the value in BG1 to text format.
59	ISERROR	Checks if a cell contains an error	Formula:- =ISERROR(BH1) checks if the cell BH1 contains an error and returns TRUE or FALSE.
60	ISERR	Checks if a cell contains a #N/A error	Formula:- =ISERR(BI1) checks if the cell BI1 contains a #N/A error and returns TRUE or FALSE.
61	ISNA	Checks if a cell contains a #N/A error	Formula:- =ISNA(BJ1) checks if the cell BJ1 contains a #N/A error and returns TRUE or FALSE.
62	NA	Returns the #N/A error value	Formula:- =NA() returns the #N/A error value.
63	ISLOGICAL	Checks if a cell contains a logical value	Formula:- =ISLOGICAL(BK1) checks if the cell BK1 contains a logical value and returns TRUE or FALSE.

Sl No	Formula Name	Purpose	How to Use
64	ISEVEN	Checks if a number is even	Formula:- =ISEVEN(BL1) checks if the number in BL1 is even and returns TRUE or FALSE.
65	ISODD	Checks if a number is odd	Formula:- =ISODD(BM1) checks if the number in BM1 is odd and returns TRUE or FALSE.
66	MOD	Returns the remainder of a division	Formula:- =MOD(BN1, BO1) returns the remainder when BN1 is divided by BO1.
67	ROUND	Rounds a number to a specified number of decimal places	Formula:- =ROUND(BP1, 2) rounds the number in BP1 to 2 decimal places.
68	ROUNDDOWN	Rounds down to the nearest integer	Formula:- =ROUNDDOWN(BQ1, 0) rounds the number in BQ1 down to the nearest whole number.
69	ROUNDUP	Rounds up to the nearest integer	Formula:- =ROUNDUP(BR1, 0) rounds the number in BR1 up to the nearest whole number.
70	RAND	Generates a random number between 0 and 1	Formula:- =RAND() generates a random number between 0 and 1.
71	RANDBETWEEN	Generates a random number between two specified numbers	Formula:- =RANDBETWEEN(1, 10) generates a random number between 1 and 10.
72	TODAY	Returns the current date	Formula:- =TODAY() returns today's date.
73	DATEDIF	Calculates the difference between two dates	Formula:- =DATEDIF(BS1, BT1, "d") calculates the number of days between dates in BS1 and BT1.
74	NETWORKDAYS	Calculates the number of working days between two dates	Formula:- =NETWORKDAYS(BU1, BV1) calculates the number of working days between dates in BU1 and BV1.
75	EOMONTH	Returns the last day of the month	Formula:- =EOMONTH(BW1, 0) returns the last day of the month based on the date in BW1.
76	WEEKNUM	Returns the week number of the year	Formula:- =WEEKNUM(BX1) returns the week number of the date in BX1.
77	HYPERLINK	Creates a clickable link	Formula:- =HYPERLINK(BY1, "Click Here") creates a clickable link to the URL or location in BY1.
78	IF	Returns one value if a condition is TRUE, another if FALSE	Formula:- =IF(BZ1>10, "Yes", "No") checks if the value in BZ1 is greater than 10.
79	IFS	Returns a value based on multiple conditions	Formula:- =IFS(CA1>10, "High", CA1>5, "Medium", CA1<
80	AND	Checks if all conditions are TRUE	Formula:- =AND(CB1>10, CB2<20) checks if both CB1 is greater than 10 and CB2 is less than 20.
81	OR	Checks if at least one condition is TRUE	Formula:- =OR(CC1
82	NOT	Reverses the logical value	Formula:- =NOT(CD1
83	CHOOSE	Returns a value from a list of values	Formula:- =CHOOSE(CE1, "First", "Second", "Third") returns "First", "Second", or "Third" based on the value in CE1.
84	VLOOKUP	Searches for a value in the first column of a table and returns a value in the same row from a specified column	Formula:- =VLOOKUP(CF1, CG1:CH10, 2, FALSE) searches for CF1 in the range CG1:CH10 and returns the corresponding value from the 2nd column.
85	HLOOKUP	Searches for a value in the first row of a table and returns a value in the same column from a specified row	Formula:- =HLOOKUP(CI1, CJ1:CK10, 2, FALSE) searches for CI1 in the range CJ1:CK10 and returns the corresponding value from the 2nd row.
86	INDEX	Returns a value from within a range	Formula:- =INDEX(CL1:CM10, 3, 2) returns the value from the 3rd row and 2nd column of CL1:CM10.
87	MATCH	Returns the relative position of an item in a range that matches a specified value	Formula:- =MATCH(CN1, CO1:CO10, 0) returns the position of CN1 in the range CO1:CO10.
88	ROW	Returns the row number of a reference	Formula:- =ROW(CP1) returns the row number of CP1.
89	COLUMN	Returns the column number of a reference	Formula:- =COLUMN(CQ1) returns the column number of CQ1.
90	ADDRESS	Returns the cell reference as text	Formula:- =ADDRESS(CR1, CS1) returns the cell reference of the row CR1 and column CS1 as text.
91	CELL	Returns information about a cell	Formula:- =CELL("width", CT1) returns the width of the cell CT1.
92	INDIRECT	Returns a cell reference specified by a text string	Formula:- =INDIRECT(CU1 & "2") returns the value from the cell specified in CU1 followed by "2".
93	OFFSET	Returns a cell or range reference offset from a given cell or range	Formula:- =OFFSET(CV1, 2, 3) returns a reference 2 rows down and 3 columns to the right of CV1.

Sl No	Formula Name	Purpose	How to Use
94	ROWS	Returns the number of rows in a reference	Formula:- =ROWS(CW1:CW10) returns the number of rows in the range CW1:CW10.
95	COLUMNS	Returns the number of columns in a reference	Formula:- =COLUMNS(CX1:CY1) returns the number of columns in the range CX1:CY1.
96	MIN	Returns the smallest number in a set of values	Formula:- =MIN(CZ1:DA10) returns the smallest number in the range CZ1:DA10.
97	MAX	Returns the largest number in a set of values	Formula:- =MAX(DB1:DC10) returns the largest number in the range DB1:DC10.
98	SUMPRODUCT	Returns the sum of the products of corresponding numbers in arrays	Formula:- =SUMPRODUCT(DD1:DD5, DE1:DE5) returns the sum of the products of the corresponding numbers in the arrays.
99	COUNTA	Counts the number of non-blank cells in a range	Formula:- =COUNTA(DF1:DF10) counts the number of non-blank cells in the range DF1:DF10.
100	TRIM	Removes extra spaces from text	Formula:- =TRIM(DG1) removes extra spaces from the text in DG1.
101	LEN	Returns the length of a text string	Formula:- =LEN(DH1) returns the number of characters in the text in DH1.
102	RIGHT	Extracts characters from the right of a text string	Formula:- =RIGHT(DI1, 3) extracts the last 3 characters from the text in DI1.
103	LEFT	Extracts characters from the left of a text string	Formula:- =LEFT(DJ1, 3) extracts the first 3 characters from the text in DJ1.
104	MID	Extracts characters from the middle of a text string	Formula:- =MID(DK1, 2, 3) extracts 3 characters starting from the 2nd character in the text in DK1.
105	SEARCH	Finds the starting position of one text string within another text string	Formula:- =SEARCH("find", DL1) finds the position of "find" in the text in DL1.
106	REPLACE	Replaces part of a text string with another text string	Formula:- =REPLACE(DM1, 2, 3, "new") replaces 3 characters starting from the 2nd character in DM1 with "new".
107	UPPER	Converts text to uppercase	Formula:- =UPPER(DN1) converts the text in DN1 to uppercase.
108	LOWER	Converts text to lowercase	Formula:- =LOWER(DO1) converts the text in DO1 to lowercase.
109	PROPER	Converts text to proper case	Formula:- =PROPER(DP1) converts the text in DP1 to proper case (first letter of each word capitalized).
110	VALUE	Converts a text string that represents a number to a number	Formula:- =VALUE(DQ1) converts the text in DQ1 to a number.
111	TEXT	Converts a number into text	Formula:- =TEXT(DR1, "mm/dd/yyyy") converts the date in DR1 into text format "mm/dd/yyyy".
112	CONCAT	Joins multiple text strings	Formula:- =CONCAT(DS1, " ", DT1) joins the text in DS1 and DT1 with a space in between.
113	TEXTJOIN	Joins text with a specified delimiter	Formula:- =TEXTJOIN(", ", TRUE, DU1:DU3) joins the text in cells DU1 to DU3 with a comma and space between each.
114	FIND	Finds the position of one text string within another	Formula:- =FIND("find", DV1) finds the position of "find" in the text in DV1.
115	SUBSTITUTE	Replaces text within a text string	Formula:- =SUBSTITUTE(DW1, "old", "new") replaces "old" with "new" in the text in DW1.
116	T	Returns the text format of a number or date	Formula:- =T(DX1) converts the value in DX1 to text format.
117	ISERROR	Checks if a cell contains an error	Formula:- =ISERROR(DY1) checks if the cell DY1 contains an error and returns TRUE or FALSE.
118	ISERR	Checks if a cell contains a #N/A error	Formula:- =ISERR(DZ1) checks if the cell DZ1 contains a #N/A error and returns TRUE or FALSE.
119	ISNA	Checks if a cell contains a #N/A error	Formula:- =ISNA(EA1) checks if the cell EA1 contains a #N/A error and returns TRUE or FALSE.
120	ISLOGICAL	Checks if a cell contains a logical value	Formula:- =ISLOGICAL(EB1) checks if the cell EB1 contains a logical value and returns TRUE or FALSE.
121	ISEVEN	Checks if a number is even	Formula:- =ISEVEN(EC1) checks if the number in EC1 is even and returns TRUE or FALSE.
122	ISODD	Checks if a number is odd	Formula:- =ISODD(ED1) checks if the number in ED1 is odd and returns TRUE or FALSE.
123	MOD	Returns the remainder of a division	Formula:- =MOD(EE1, EF1) returns the remainder when EE1 is divided by EF1.

Sl No	Formula Name	Purpose	How to Use
124	ROUND	Rounds a number to a specified number of decimal places	Formula:- =ROUND(EG1, 2) rounds the number in EG1 to 2 decimal places.
125	ROUNDDOWN	Rounds down to the nearest integer	Formula:- =ROUNDDOWN(EH1, 0) rounds the number in EH1 down to the nearest whole number.
126	ROUNDUP	Rounds up to the nearest integer	Formula:- =ROUNDUP(EI1, 0) rounds the number in EI1 up to the nearest whole number.
127	UPPER	Converts text to uppercase	Formula:- =UPPER(EJ1) converts the text in EJ1 to uppercase.
128	LOWER	Converts text to lowercase	Formula:- =LOWER(EK1) converts the text in EK1 to lowercase.
129	PROPER	Converts text to proper case	Formula:- =PROPER(EL1) converts the text in EL1 to proper case (first letter of each word capitalized).
130	VALUE	Converts a text string that represents a number to a number	Formula:- =VALUE(EM1) converts the text in EM1 to a number.
131	TEXT	Converts a number into text	Formula:- =TEXT(EN1, "mm/dd/yyyy") converts the date in EN1 into text format "mm/dd/yyyy".
132	DATE	Creates a date	Formula:- =DATE(2022, 12, 31) creates the date December 31, 2022.
133	TIME	Creates a time	Formula:- =TIME(12, 30, 0) creates the time 12:30:00 PM.
134	DAY	Extracts the day of the month from a date	Formula:- =DAY(EO1) extracts the day from the date in EO1.
135	MONTH	Extracts the month from a date	Formula:- =MONTH(EP1) extracts the month from the date in EP1.
136	YEAR	Extracts the year from a date	Formula:- =YEAR(EQ1) extracts the year from the date in EQ1.
137	HOUR	Extracts the hour from a time	Formula:- =HOUR(ER1) extracts the hour from the time in ER1.
138	MINUTE	Extracts the minute from a time	Formula:- =MINUTE(ES1) extracts the minute from the time in ES1.
139	SECOND	Extracts the second from a time	Formula:- =SECOND(ET1) extracts the second from the time in ET1.
140	DATEDIF	Calculates the difference between two dates	Formula:- =DATEDIF(EU1, EV1, "d") calculates the number of days between dates in EU1 and EV1.
141	WORKDAY	Calculates the date a given number of working days in the future	Formula:- =WORKDAY(EW1, 5) calculates the date 5 working days after the date in EW1.
142	NETWORKDAYS	Calculates the number of working days between two dates	Formula:- =NETWORKDAYS(EX1, EY1) calculates the number of working days between dates in EX1 and EY1.
143	EOMONTH	Returns the last day of the month	Formula:- =EOMONTH(EZ1, 0) returns the last day of the month based on the date in EZ1.