

Five Most Basic Excel Functions

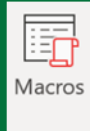
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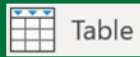
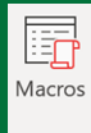
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1 SUM

- **Function:** =SUM(number1, [number2], ...)
- **Description:** The SUM function adds up a range of numbers. It takes one or more numeric arguments and returns their sum.
- **Example:** =SUM(A1:A5) adds the values in cells A1 through A5.

2 COUNTA

- **Function:** =COUNTA(value1, [value2], ...)
- **Description:** The COUNTA function counts the number of non-empty cells in a range. It includes cells with text, numbers, dates, errors, and any other non-empty values.
- **Example:** =COUNTA(B1:B10) counts the number of non-empty cells in the range B1 through B10.

3 PROPER

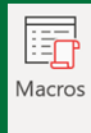
- **Function:** =PROPER(text)
- **Description:** The PROPER function capitalizes the first letter of each word in a text string and converts the rest of the letters to lowercase.
- **Example:** =PROPER("hello world") returns "Hello World."

4 COUNTIF

- **Function:** =COUNTIF(range, criteria)
- **Description:** The COUNTIF function counts the number of cells within a range that meet a specified condition (criteria).
- **Example:** =COUNTIF(C1:C8, ">50") counts the number of cells in the range C1 through C8 that contain values greater than 50.

5 SUMIF

- **Function:** =SUMIF(range, criteria, [sum_range])



- **Description:** The SUMIF function adds up the values in a range that meet a specified condition (criteria). An optional sum_range argument specifies the actual cells to sum.
- **Example:** =SUMIF(D1:D6, ">100", E1:E6) adds the values in cells E1 through E6 where the corresponding value in the range D1 through D6 is greater than 100.

These functions are commonly used in Excel for various purposes. SUM is used for adding up numerical values, COUNTA for counting non-empty cells, PROPER for formatting text, COUNTIF for counting cells based on a condition, and SUMIF for summing cells based on a condition. They are versatile tools that help in data analysis and manipulation.

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