

Microsoft Excel

Formula & Function



Upciss Prime

Free Online Computer Classes &
PDF Notes

Video Lecture



 Upciss Prime



Practice Set and pdf notes



www.upcissprime.com

Contact: rohitupciss@gmail.com

Published by Rohit Verma for UPCI Computer Education Mela
Maidan, Lakhimpur-Kheri Uttar Pradesh, India 262701

EXCEL FUNCTION

Math & Trig → Even, Fact, ODD, Power, Roman, SQRT, SUM, SUMIF, INT, MOD, Round, ABS, Product.

Date & Time → Today, Now, Date, Day, Month, Year, Time, Hour, Minute, Second.

Text → Lower, Proper, Upper, Left, Right, Mid, Len, Concatenate, Exact, Trim.

Statistical → Average, AverageA, Count, CountA, Count Blank, Countif, Max, Min, Mode.

Lookup & Reference → Hyperlink, IFERROR, VLookup, HLookup and Match.

Logical → AND, OR, NOT, IF.

Financial → FV, PMT, IPMT, PPMT.

**MS-Excel All Function Full Playlist Available
On YouTube Channel – **UPCISS PRIME****



**Free Online Computer Classes on
YouTube Channel UPCISS PRIME**

Website:-<https://www.upcissprime.com/>

Math & Trig Function

✓	<i>f_x</i>	=EVEN(F5)	
E	F	G	H
	Even Function		
	Number	Result	
	9	10	
	8	8	
	6	6	
	11	12	
	13	14	
	14	14	

✓	<i>f_x</i>	=ODD(F5)	
E	F	G	H
	Odd Function		
	Number	Result	
	9	9	
	8	9	
	6	7	
	11	11	
	13	13	
	14	15	
	18	19	

✓ <i>f_x</i> =FACT(F5)			
E	F	G	H
	FACT Function		
	Number	Result	
	7	5040	
	6	720	
	5	120	
	9	362880	
	3	6	
	4	24	
	8	40320	
	11	39916800	
	10	3628800	

✓ <i>f_x</i> =POWER(F5,G5)			
	F	G	H
	Power Function		
	Number	Power	Result
	12	2	144
	10	3	1000
	8	4	4096
	6	3	216
	5	2	25
	25	3	15625

✓ <i>f_x</i> =ROMAN(F5)	
F	G
ROMAN	
Number	Result
1	I
5	V
69	LXIX
8	VIII
40	XL
50	L
10	X
9	IX
12	XII

✓ <i>f_x</i> =SQRT(F5)	
F	G
Sqrt Function	
Number	Sqrt Result
100	10
625	25
729	27
169	13
36	6
121	11
144	12
49	7
1225	35

✕ ✓ <i>fx</i> =INT(E4)		
E	F	G
Int Function		
Number	Result	
50.6	50	
56.2	56	
40.1	40	
20.5	20	
35.2	35	
45.2	45	
10.2	10	

<i>fx</i> =MOD(F4,G4)		
F	G	H
Mod Function		
Number	Div	Result
44	3	2
85	2	1
78	4	2
65	5	0
45	6	3
44	6	2
99	3	0

f_x	=ROUND(F4,0)	
	F	G
	Round Function	
	Number	Result
	50.6	51
	56.2	56
	40.1	40
	20.5	21
	35.2	35
	45.2	45
	10.2	10

f_x	=ABS(F4)	
	F	G
	ABS Function	
	Number	Result
	-100	100
	625	625
	-729	729
	169	169
	36	36
	-0.256	0.256
	144	144

f_x	=PRODUCT(F6,G6)			
	F	G	H	I
	Product Formula			
	QTY	Rate	Total	
	5	200	1000	
	6	120	720	
	8	130	1040	
	9	150	1350	

Date & Time Function

✕ ✓ <i>fx</i> =TODAY()	
E	F
TODAY	
Insert Today date	
05-Apr-25	

⋮ ✕ ✓ <i>fx</i> =NOW()	
E	F
NOW	
Insert Date Time	
05-04-25 9:46	

✕ ✓ <i>fx</i> =DAY(E3)	
E	F
Date	Day
15-Feb-16	15
16-Mar-17	16
13-May-18	13

✕ ✓ <i>fx</i> =MONTH(E3)	
E	F
Date	Month
15-Feb-16	2
16-Mar-17	3
13-May-18	5

✕ ✓ <i>fx</i> =YEAR(E3)	
E	F
Date	Year
15-Feb-16	2016
16-Mar-17	2017
13-May-18	2018

✕ ✓ <i>fx</i> =DATE(G3,F3,E3)				
E	F	G	H	I
Day	Month	Year	Date	
15	2	2016	15-02-16	
16	3	2017	16-03-17	
13	5	2018	13-05-18	

Text Function

<i>f_x</i>	=LOWER(F4)	
	F	G
	Lower	
	Name	Result
	RAHUL	rahul
	Rahul	rahul
	Ram MoHAn	ram mohan
	RAJ KUMAR	raj kumar
	Rahul	rahul
	kamlesh	kamlesh

<i>f_x</i>	=PROPER(F4)	
	F	G
	Proper	
	Name	Result
	RAHUL	Rahul
	Rahul	Rahul
	Ram MoHAn	Ram Mohan
	RAJ KUMAR	Raj Kumar
	Rahul	Rahul
	kamlesh	Kamlesh

<i>fx</i>	=UPPER(F4)	
	F	G
	Upper	
	Name	Result
	RAHUL	RAHUL
	Rahul	RAHUL
	Ram MoHAn	RAM MOHAN
	RAJ KUMAR	RAJ KUMAR
	Rahul	RAHUL
	kamlesh	KAMLESH

<i>fx</i>	=LEFT(F4,3)		
	F	G	H
	Left		
	Name	Result	
	Rahul	Rah	
	Rahul	Rah	
	Ram Mohan	Ram	
	Raj Kumar	Raj	
	Rahul	Rah	
	Kamlesh	Kam	

<i>fx</i>	=RIGHT(F4,2)	
	F	G
	Right	
	Name	Result
	Rahul	ul
	Rahul	ul
	Ram Mohan	an
	Raj Kumar	ar
	Rahul	ul
	Kamlesh	sh

<i>fx</i>	=MID(F4,2,3)	
	F	G
	Mid	
	Name	Result
	Rahul	ahu
	Rahul	ahu
	Ram Mohan	am
	Raj Kumar	aj
	Rahul	ahu
	Kamlesh	aml

<i>fx</i>	=LEN(F4)	
Insert Function	F	G
	Len	
	Name	Result
	Rahul	5
	Rahul	5
	Ram Mohan	9
	Raj Kumar	9
	Rahul	5
	Kamlesh	7

<i>fx</i>	=REPT(F4,5)	
E	F	G
	Rept Formula	
	Number	Result
	5	55555
	7	77777
	manoj	manojmanojmanojmanojmanoj
	6	66666
	upciss	upcissupcissupcissupcissupciss
	3	33333

<i>fx</i>	=CONCATENATE(F4," ",G4)			
	F	G	H	I
	CONCATENATE			
	First Name	Last Name	Result	
	Rahul	Kumar	Rahul Kumar	
	Sudheer	Verma	Sudheer Verma	
	Rahul	Mishra	Rahul Mishra	
	Arvind	Raj	Arvind Raj	
	Rahul	Gupta	Rahul Gupta	
	Suneel	Raj	Suneel Raj	

<i>fx</i>	=EXACT(F3,"Rahul")		
	F	G	H
	EXACT		
	Name	Result	
	Rahul	TRUE	
	Sudheer	FALSE	
	Rahul	TRUE	
	Arvind	FALSE	
	Rahul	TRUE	
	Suneel	FALSE	

<i>fx</i>	=TRIM(F3)	
	F	G
	Trim	
	Name	Result
	RAHUL	RAHUL
	Rahul	Rahul
	Ram MoHAn	Ram MoHAn
	RAJ KUMAR	RAJ KUMAR
	Rahul	Rahul

<i>fx</i>	=DOLLAR(F4)	
	F	G
	Dollar	
	Number	Result
	1250	\$1,250.00
	500	\$500.00
	250	\$250.00
	650	\$650.00

Statistical Function

<i>fx</i>	=AVERAGE(F3:F9)	
	F	G
	Average	
	Number	Result
	50	118
	169	
	55	
	h	
	144	
	121	
	169	

<i>f_x</i>	=AVERAGEA(F3:F9)	
	F	G
	Average A	
	Number	Result
	A	155.857143
	169	
	A	
	729	
	144	
	A	
	49	

<i>f_x</i>	=COUNT(F3:F9)	
	F	G
	Count	
	Number	Result
	121	6
	169	
	A	
	729	
	144	
	81	
	49	

<i>fx</i>	=COUNTA(F3:F9)		
	F	G	H
	CountA		
	Number	Result	
	A	7	
	169		
	55		
	729		
	144		
	52		
	49		

<i>fx</i>	=COUNTBLANK(F3:F9)		
	F	G	H
	Count Blank		
	Number	Result	
		3	
	169		
	729		
	144		
	49		
			 (Ctrl) ▾

<i>f_x</i>	=COUNTIF(F3:F9,"upciss prime")		
	F	G	H
	Countif		
	Data	Result	
	25	3	
	upciss prime		
	252		
	upciss prime		
	22		
	upciss prime		
	22		

<i>f_x</i>	=MAX(F3:F9)		
	F	G	H
	MAX		
	Number	Result	
	121	729	
	169		
	150		
	729		
	144		
	81		
	49		

<i>fx</i>	=MIN(F3:F9)		
	F	G	H
	Min		
	Number	Result	
	121	49	
	169		
	140		
	729		
	144		
	81		
	49		
			 (Ctrl) ▾

<i>fx</i>	=MODE(F2:F9)		
	F	G	
	Mode		
	30	30	
	25		
	20		
	30		
	22		
	25		
	22		
	19		
			 (Ctrl)

Lookup & Reference

=HYPERLINK("C:\Users\daily\Desktop\Photoshop-7.0.pdf", "ADCA Notes Full Download")				
	F	G	H	I
	Hyperlink			
	Adca Full Course	ADCA Notes Full Download		
	CCC Full Course	CCC Notes Full Download		
	Tally Full Course	TALLY Notes Full Download		

=VLOOKUP(F12,F2:L8,2,0)							
Insert Function	F	G	H	I	J	K	L
	Vlookup Function						
	ID Number	Name	Hindi	English	Math	Art	Total
	998098	Rahul Kumar	55	84	71	37	247
	998099	Mohan Kumar	47	42	51	30	170
	998100	Rohan Kumar	65	36	82	30	213
	998101	Vikash Kumar	46	45	50	85	226
	998102	Raj Kumar	41	34	80	36	191
	998103	Naresh Gupta	78	72	81	89	320
	Result						
	ID Number	Name	Hindi	English	Math	Art	Total
	998103	Naresh Gupta	78	72	81	89	320

=HLOOKUP(K10,F2:L7,MATCH(J11,F2:F7,0),0)							
	F	G	H	I	J	K	L
	Hlookup & Match Function						
	Name	Rahul Kumar	Mohan Kumar	Rohan Kumar	Vikash Kumar	Raj Kumar	Naresh Gupta
	Hindi	55	47	65	46	41	78
	English	84	42	36	45	34	72
	Math	71	51	82	50	80	81
	Art	37	30	30	85	36	89
	Total	247	170	213	226	191	320
	Result						
	Name	Rohan Kumar					
	Total	213					

Logical Function

<i>f_x</i>	=AND(G3>=2000,G3<=2500)		
	F	G	H
	And		
	Name	Salary	Result
	Neha	2122	TRUE
	Nelam	2835	FALSE
	Raju Kumar	2152	TRUE
	Juber Khan	2781	FALSE
	Rahul	2119	TRUE
	Raj kumar	2409	TRUE
	Aman Kumar	2349	TRUE
	neha	2820	FALSE
	Rajesh	2008	TRUE

<i>f_x</i>	=OR(G3="high school",G3="enter")		
	F	G	H
	OR		
	Name	Class	Result
	Neha	High School	TRUE
	Nelam	Enter	TRUE
	Raju Kumar	Eight	FALSE
	Juber Khan	High School	TRUE
	Rahul	Eight	FALSE
	Raj kumar	Forth	FALSE
	Aman Kumar	High School	TRUE
	neha	Enter	TRUE
	Rajesh	Forth	FALSE

=NOT(G3="High School")		
F	G	H
Not		
Name	Class	Result
Neha	High School	FALSE
Nelam	Enter	TRUE
Raju Kumar	Eight	TRUE
Juber Khan	High School	FALSE
Rahul	Eight	TRUE
Raj kumar	Forth	TRUE
Aman Kumar	High School	FALSE
neha	Enter	TRUE
Rajesh	Forth	TRUE

=IF(H3>=80,"A",IF(H3>=65,"B",IF(H3>=45,"C","F")))				
F	G	H	I	J
IF				
Name	Course	Marks	Result	
Neha	ADCA	52	C	
Nelam	CCC	80	A	
Raju Kumar	ADFA	51	C	
Juber Khan	ADCA	60	C	
Rahul	CCC	73	B	
Raj kumar	ADCA	65	B	
Aman Kumar	CCC	59	C	
neha	ADFA	52	C	
Rajesh	ADCA	30	F	

Financial Function

Loan Amount	600000
Interest Rate	12%
Loan Period	2
PMT (Monthly EMI)	₹28,244.08
IPMT (Interest)	₹6,000.00
PPMT (Principal Amount)	₹22,244.08

month	Monthly EMI	Interest Rate	Principal Amount
1	₹28,244.08	₹6,000.00	₹22,244.08
2	₹28,244.08	₹5,777.56	₹22,466.52
3	₹28,244.08	₹5,552.89	₹22,691.19
4	₹28,244.08	₹5,325.98	₹22,918.10
5	₹28,244.08	₹5,096.80	₹23,147.28
6	₹28,244.08	₹4,865.33	₹23,378.76
7	₹28,244.08	₹4,631.54	₹23,612.54
8	₹28,244.08	₹4,395.42	₹23,848.67
9	₹28,244.08	₹4,156.93	₹24,087.15
10	₹28,244.08	₹3,916.06	₹24,328.03
11	₹28,244.08	₹3,672.78	₹24,571.31
12	₹28,244.08	₹3,427.06	₹24,817.02
13	₹28,244.08	₹3,178.89	₹25,065.19
14	₹28,244.08	₹2,928.24	₹25,315.84
15	₹28,244.08	₹2,675.08	₹25,569.00
16	₹28,244.08	₹2,419.39	₹25,824.69
17	₹28,244.08	₹2,161.15	₹26,082.94
18	₹28,244.08	₹1,900.32	₹26,343.77
19	₹28,244.08	₹1,636.88	₹26,607.20
20	₹28,244.08	₹1,370.81	₹26,873.28
21	₹28,244.08	₹1,102.07	₹27,142.01
22	₹28,244.08	₹830.65	₹27,413.43
23	₹28,244.08	₹556.52	₹27,687.56
24	₹28,244.08	₹279.64	₹27,964.44

यह सभी फार्मूले इस वीडियो में प्रैक्टिकल कराए गए हैं इस वीडियो को पूरा देखिए- [Watch Video Click](#)

It takes a lot of hard work to make notes, so if you can pay some fee 50, 100, 200 rupees which you think is reasonable, if you are able to Thank you...

नोट्स बनाने में बहुत मेहनत लगी है , इसलिए यदि आप कुछ शुल्क 50,100, 200 रूपए जो आपको उचित लगता है Pay कर सकते है, अगर आप सक्षम है तो, धन्यवाद ।



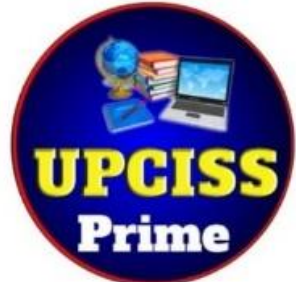
Rohit Kumar

Account Number
50100667294224

IFSC Code
HDFC0001914

UPI ID
upcissprime@okhdfcbank

Scan QR



About Us

Upciss Computer Education एक सबसे बड़ा Online और Offline शिक्षण संस्थान है यहां पर आप कंप्यूटर से संबंधित सभी प्रकार के PDF notes बिल्कुल free में प्राप्त कर सकते हो जैसे - NIELIT CCC, NIELIT O-Level, ADCA (Advanced Diploma in Computer Application), Tally Prime, Internet, All Keyboard Shortcut, MS Office इन सभी Courses के PDF Notes बिल्कुल फ्री में हमारी website (<https://upcissprime.com>, <https://upcissyoutube.com/>) से download कर सकते हो।



Upciss Prime

www.upcissprime.com



Our Computer Course

**CCC, ADCA, Tally Prime,
HTML, CSS, Internet,
MS Office, O-level**



YouTube Channel – Upciss Prime