



Diploma in Business Process Outsourcing Finance and Accounting

IGNOU in Association with Accenture

MS Excel - Basic

5

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Gratias - John

Block**5****MS Excel - Basic**

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UNIT 3 FORMULAE'S AND FUNCTIONS

Structure

- 3.1 Objectives
- 3.2 Introduction
- 3.3 Calculation Formulae
 - 3.3.1 Addition
 - 3.3.2 Multiplication
- 3.4 Date Functions
 - 3.4.1 TODAY Function
 - 3.4.2 DATE Function
- 3.5 Inserting Formulae and Functions in the Worksheet
- 3.6 Cell Reference
- 3.7 Paste Function
- 3.8 VLOOKUP Function
- 3.9 HLOOKUP Function
- 3.10 Summary
- 3.11 Answers / Solutions
- 3.12 Further Readings

3.1 OBJECTIVES

After going through this Unit, you should be able to :

- put formulas and functions in an Excel Worksheet;
- practice addition, multiplication etc. in day to day work;
- work with manipulation on dates;
- use cell referencing as per the requirements;
- use lookup functions;
- use paste functions; and
- understand the difference between formulas and a functions.

3.2 INTRODUCTION

Microsoft Excel is an electronic spreadsheet program that can be used for storing, organizing and manipulating data and performing statistical analysis. When we look at the Excel screen we see a rectangular table or grid of rows and columns. The horizontal rows are identified by numbers (1, 2, 3) and the vertical columns