



SNS COLLEGE OF TECHNOLOGY

(An Autonomous Institution)

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COIMBATORE-641 035, TAMIL NADU



19MEE308 - EXCEL FOR BUSINESS – ESSENTIALS

UNIT 3: FORMULA AND CHART

3. ADVANCED FORMULAS

- **CONCATENATE:** Joins several text strings into one.
 - **Example:** =CONCATENATE(A1, " ", B1) combines the contents of A1 and B1 with a space in between.
 - **VLOOKUP:** Searches for a value in the first column of a range and returns a value in the same row from another column.
 - **Example:** =VLOOKUP(G2, A2:D10, 3, FALSE) finds the value in G2 in the first column of A2 and returns the corresponding value from the third column.
 - **HLOOKUP:** Searches for a value in the top row of a range and returns a value in the same column from another row.
 - **Example:** =HLOOKUP(H2, A1:F3, 2, FALSE) finds the value in H2 in the top row of A1 and returns the corresponding value from the second row.
 - **MATCH:** Returns the relative position of a value in a range.
 - **Example:** =MATCH("Apple", A1:A10, 0) returns the position of "Apple" in the range A1.
 - **COUNTIF:** Counts the number of cells in a range that meet a specified condition.
 - **Example:** =COUNTIF(A1:A10, ">50") counts how many cells in the range A1 to A10 contain a value greater than 50.
 - **TEXT:** Converts a value to text in a specified format.
 - **Example:** =TEXT(TODAY(), "dd-mm-yyyy") formats the current date as "day-month-year".
 - **TRIM:** Removes all extra spaces from a text string, leaving only single spaces between words.
 - **Example:** =TRIM(" Excel Formulas ") returns "Excel Formulas".
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