
FUNCTIONS

Q1.Explain the use of following functions

- (a) LEFT() (b) RIGHT() (c) MID() (d) UPPER()
(e) LOWER() (f) PROPER() (g) LEN() (h) TRIM()

Answer

(a) This function is used to returns the first character or characters in a text string, based on the number of characters you specify.

Example	Output
=LEFT("COMMERCE",3)	COM
=LEFT("INDIA",4)	INDI
=LEFT("HELLO MUMBAI",7)	HELLO M

(b) This function is used to returns the last character or characters in a text string, based on the number of characters you specify.

Example	Output
=RIGHT("COMMERCE",3)	RCE
=RIGHT("INDIA",4)	NDIA
=RIGHT("HELLO MUMBAI",7)	MUMBAI

(c) This function is used to returns a specific number of characters from a text string, starting at the position you specify, based on the number of characters you specify.

Example	Output
=MID("COMMERCE",3,2)	ME
=MID("INDIA",2,2)	ND
=MID("HELLO MUMBAI",4,6)	LO MUM

(d) This function is used to convert text to uppercase.

Example	Output
=UPPER("History")	HISTORY
=UPPER("commerce")	COMMERCE
=UPPER("CoMmErCe")	COMMERCE

(e) This function is used to convert text to lowercase.

Example	Output
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=LOWER("HISTORY")	history
=LOWER("COMMERCE")	commerce
=LOWER("CoMmErCe")	commerce

(f) This function is used to capitalizes the first letter of each word in a text string.

Example	Output
=PROPER("SACHIN tendulkar")	Sachin Tendulkar
=PROPER("madhuriDixit")	MadhuriDixit
=PROPER("ANILKAPoor")	AnilKapur

(g) This function is used to returns the number of characters in a text string.

Example	Output
=LEN("INDIA")	5
=LEN("HELLOMUMBAI")	12
=LEN("NEWDELHI")	9

(h) This function is used to removes all spaces from text except for single spaces between words.

Example	Output
=TRIM("SachinTendulkar")	SachinTendulkar
=TRIM("MadhuriDixit")	MadhuriDixit
=TRIM("AnilKapur")	AnilKapur

Functions

- (a) TODAY() (b) NOW() (c) DATE() (d) TIME()
 (e) DAY() (f) MONTH() (g) YEAR()

Answer

(a) This function is used to returns the current date (i.e. system date)

Example	Output
=TODAY()	06-09-2022 (Assume this is today's date, as per the computer system)

(b) This function is used to returns the current date and time

Example	Output
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=NOW()	06-09-2022 08:30 (Assume this is today's date and current time, as per the computer system)
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(c) This function is used to displays a date based on its three arguments (yyyy,mm,dd).

Example	Output
=DATE(2022,12,25)	25-12-2022

(d) This function id used to returns the particular time in hh:mm AM/PM format.

Example	Output
=TIME(15,12,35)	3:12 PM

(e) This function is used to returns the day of the month for a date. This will be a value between 1 and 31.

Example	Output
=DAY("05-09-2022")	5

(f) This function is used to returns the month corresponding to the date.

Example	Output
=MONTH("05-09-2022")	9

(g) This function is used to returns the year corresponding to the date.

Example	Output
=YEAR("05-09-2022")	2022

Functions

- (a) WEEKDAY() (b) DAYS360() (c) COUNTA() (d) COUNTBLANK()
 (e) LARGE() (f) SMALL() (g) CORREL()

Answer

(a) This function is used to returns the day of the week for a date.

Example	Output
=WEEKDAY(" 4/19/2015")	1 (Sun 1 to Sat 7 Format) Default
=WEEKDAY(" 4/19/2015",1)	1 (Sun 1 to Sat 7 Format)

=WEEKDAY(" 4/19/2015",2)	7 (Mon 1 to Sun 7 Format)
=WEEKDAY(" 4/19/2015",3)	6 (Mon 0 to Sun 6 Format)

(b) This function is used to returns the number of days between two dates based on a 360 day year (twelve 30-days months), which is used in some accounting calculations.

Example	Output
=DAYS360("1/1/1990", "1/1/1991")	360
=DAYS360("01/01/2013", "3/11/2013")	70

(c) This function is used to counts the number of cells that are not empty.

	A	B	C	D	
1	NILAM				
2		8999			
3	PARESH				
4		8767			
5	DEEPAK				
6					
7					
8	Example			Output	
9	=COUNTA(A1:B5)			5	
10					

(d) This function is used to counts the number of empty cells within a range.

	A	B	C	D	E
1	NILAM	Xyz			
2		8999			
3	PARESH				
4		8767			
5	DEEPAK				
6					
7					
8	Example			Output	
9	=COUNTBLANK(A1:B5)			4	
10					

(e) This function is used to returns the k-th largest value from given range. Syntax is =LARGE(range,k).

	A	B	C	D	E
1	NILAM	5000			
2	MOHAN	3000			
3	PARESH	9000			
4	SWATI	8767			
5	DEEPAK	7000			
6					
7					
8	Example			Output	
9	=LARGE(B1:B5,2)			8767	
10					

(f) This function is used to returns the k-th smallest value from given range. Syntax is =SMALL(range,k).

	A	B	C	D	E
1	NILAM	5000			
2	MOHAN	3000			
3	PARESH	9000			
4	SWATI	8767			
5	DEEPAK	7000			
6					
7					
8	Example			Output	
9	=SMALL(B1:B5,2)			5000	
10					

(g) This function is used to returns the correlation coefficient of two ranges.

	A	B	C	D	E
1	X	Y			
2	5	11			
3	4	77			
4	8	44			
5	3	23			
6	4	12			
7					
8					
9	Example			Output	
10	=CORREL(A2:A6,B2:B6)			this will display the output of correlation coefficient	
11					

X – X – X – X