

Some important useful functions of Microsoft Excel:-

= Concatenate () = LEFT ()
 = Sequence () = MID ()
 = EDATE () = RIGHT ()
 = Large ()
 = Small ()
 = SUMIFS ()
 = FILTER ()
 = HLOOKUP ()
 = VLOOKUP ()
 = Index ()
 = IFERROR ()
 = LEFTMID ()

Data for Iferror practice:-

	A	B	C	D	E	F
2		Income Statement				
3		Rs in Actual Figures	Jan-2025	Feb-2025	Mar-2025	
4		Revenue				
5		Gross Revenue	215660	237226	260949	
6		Discounts	23708	26095	28704	
7		Net Revenue	239383	263321	289653	
8		Cost of Goods Sold (COGS)				
9		Raw Materials	69011	88593	130474	
10		Fulfillment-	12940	14234	15657	
11		Transaction Fees	4313	4745	5219	
12		Total COGS	86264	107571	151350	
13		Gross Profit	153119	155750	138303	
14						
15		Profit Margin %	= C7/C13			

Press → Shift + Right Arrow

Press → Ctrl + R

=IFERROR (C7/C13, "")

In blank cells error shown
Replace this formula with the given formula.

Sample data for Left(), MID() and Right() functions.

	A	B	C	D	E	F
		ID	Name	Location	Sales	State
1						= LEFT(D3,2)
2		1295	Townsend	AL 35004	5436	
3		1298	Rollins	AK 99502	6197	Shift+Down Arrow
4		1301	Walls	CA 96160	7065	and Press
5		1304	Michael	CT 06004	8054	Ctrl+D
6		1307	McKay	DE 19704	9182	
7		1310	Roach	FL 32007	10467	
8		1313	Wright	GA 39900	2446	
9		1316	Floras	HI 96704	2691	
10		1319	Cordova	ID 83201	2960	
11		1322	Krapp	IL 60002	3256	
12		1325	Rich	IN 46059	3582	
13		1328	Carpenle	KS 66002	3940	
14		1331	Andersen	ME 03901	4334	
15		1334	Fritz	MI 48001	4767	
16		1337	Novak	MY 59001	5244	
17		1340	Hines	NJ 07001	5768	
18		1343	Higgins	NY 00501	5192	

Similarly we can use Right() and Mid() functions.

Syntax:-

= RIGHT(text, number_of_characters)

= LEFT(text, number_of_characters)

= MID(text, position_of_first_character, number_of_characters)

Example:- from above chart data,

= MID(E3, 5, 3) will give "sen"

- Right function takes number of characters from text from right hand side.
- Left function takes number of characters from text from left hand side.
- Leftmid function takes number of characters from and upto total no from left hand side.

Sample data for Index() function demonstration:-

	A	B	C	D	E	F	G	H	I	J
1										
2		Regional Sales	January	February	March	April	May	June	July	August
3		Spain	92799	100223	130290	110746	104102	196594	130585	146255
4		Italy	666566	719891	683897	649702	617217	586356	557038	529186
5		France	99127	107057	139174	118298	111200	124544	107057	139174
6		Portugal	65468	70705	91917	78130	73442	82255	90480	99528
7		Belgium	18856	20364	26474	22503	21153	23691	20137	17117
8		Holland	7648	8260	10738	9127	8579	9609	10089	10190
9		Switzerland	9865	10654	13850	11773	11067	12394	9865	10654
10		Austria	11061	11946	15530	13200	12408	13897	11061	11946
11		Germany	78305	84569	109940	93449	87842	98383	96416	94487
12										
13		Country	Month	Sales						
14		Austria	April	=INDEX(C3:J11, MATCH(B14, B3:B11, 0), MATCH(C14, C2:J2, 0))						

The above formula works totally dynamic. We can change the above two column values as required

Sample data for Lookup functions →

	A	B	C	D	E	F	G	H	I	J
1		ID Number	Date	Sale Amt.	Commission	Salesman	XLOOKUP			
2							Salesman Commission			
3		124300	12/7/2022	5436	1087	Manuel Lee	Steven Michael =XLOOKUP(			
4		149160	9/7/2022	6197	1239	Harley Fritz	H4, F3:F24,			
5		152143	11/7/2022	7065	1413	Sara Falsin	E3:E24)			
6		121715	6/7/2022	8054	1611	David Rasmussen				
7		109543	10/7/2022	9182	1836	Ivan Hines				
8		120497	13/7/2022	10467	2093	McDonald Smith				
9		122907	15/7/2022	2446	489	Jordan Boone				
10		98326	12/7/2022	2691	538	Kylee Townsend				
11		88493	14/7/2022	2960	592	Nora Rollins				
12		97343	9/7/2022	3256	651	Steven Michael				
13		99289	13/7/2022	3582	716	Lucia McKay				
14		79432	16/7/2022	3940	788	Josue Roach				
15		71488	18/7/2022	4334	867	Mike Jaggy				
16		78637	15/7/2022	4767	953	Alia Thornton				
17		80210	17/7/2022	5244	1049	Denzel Flores				
18		64168	12/7/2022	5768	1154	Bruno Cordova				
19		57751	16/7/2022	5192	1038	Jaylynn Knapp				
20		63526	19/7/2022	6749	1350	Bruce Rich				
21		64797	21/7/2022	8774	1755	Arturo Moore				
22		51837	18/7/2022	11406	2281	Bryce Carpenter				
23		46654	20/7/2022	6650	1330	Jaidyn Andersen				
24		51319	15/7/2022	7341	1468	Bill Smith				

Data for SUMIFS formula:-

	A	B	C	D	E	F	G	H	I	J
1		Company's ID								
2		Name	Number	Date	Month	Sales	Commission	Month	Sales	
3		Amazon Inc.	124300	12-7-2022	7	5436	1087	7		
4		Nike Inc.	149160	9-6-2022	6	6197	1239			
5		Amazon UK	152143	11-7-2022	7	7065	1413			
6		Amazon EU	121715	6-7-2022	7	8054	1611			
7		XYZ Limited	109543	10-4-2022	4	9182	1836			
8		Amazon Co.	120497	13-7-2022	7	10467	2093			
9		Amazon	122907	15-4-2022	4	2446	489			
10		Zara Fashion	98326	12-8-2022	8	2691	538			
11		H&M International	88493	14-8-2022	8	2460	592			
12		Ralph Lauren Int.	97343	9-9-2022	9	3256	651			
13		Adidas Co.	99289	13-10-2022	10	3582	716			
14		P&G Global	79432	13-10-2022	10	3940	788			

=SUMIFS(F3:F14, E3:E14, I3)

This formula gets result based on month number specified.

=SUMIFS(F3:F14, B3:B14, I6 & "*")

This formula gives sales based on company Name.

Since Amazon has many branches so in this way we can take total of every branches together by specifying (concatenating) wildcard character.

Data for Filter function:-

	A	B	C	D	E	F
1		Country targets				
2		500000				
3		Country Names	Sales		Country	Amount
4						
5		Spain	538160			
6		Italy	3865547			
7		France	574857			
8		Portugal	379662			
9		Belgium	109350			
10		Holland	44352			
11		Switzerland	57209			
12		Austria	64145			
13		Germany	454106			
14		Slovenia	579090			

=Filter(B5:C14, C5:C14 > C2)

= SEQUENCE will write 1 to 50 in row wise continuously
 = SEQUENCE(50, , DATE(2024, 02, 05), 7) will
 write 50 dates continuously on 7 days intervals from
 2-2-2024 onwards, on row wise continuously

= DATE() will write expected date after time
 increments

	A	B	C	D	E	F	G	H	I	J
1										
2										
3										

30075 = DATE(A1, 1)

will automatically put Feb 25.

In this way we can drag it to next column
 which will write March, Apr 15, May 15 etc.