




Excel Functions & Data Management



Session **#37065**
May 21, 2025 • 8:30 - 10 AM-

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Presented by:
Sheri Tingle



Toolkit #2 Outline

Lookup & Analysis Functions <ol style="list-style-type: none">1. INDEX-MATCH Combo2. XLOOKUP3. ARRAY4. Goal Seek	Data Management & Dynamic Data Ranges <ol style="list-style-type: none">1. Named Ranges2. Dynamic Named Ranges3. Dynamic Chart Ranges4. Pivot Tables5. Pivot Table Slicers
Data Cleaning & Grouping <ol style="list-style-type: none">1. Grouping Data2. Paste Special3. Subtotal Function	

Rules of Math

RULES OF MATH

=SUM(B3:P47)


1. Always begin with an **equal sign =**
2. Function **name**
3. Open **parenthesis (**
4. Include **arguments**
5. Close **parenthesis)**

Rules of Math

- Can use real numbers, cell addresses, range names
- NO spaces
- NO % signs, 50% typed as .5
- Text must be enclosed in " "
- Follow the rules of math—**PEMDAS**
Please Excuse My Dear Aunt Sally
Parenthesis, Exponentiation,
Multiplication, Division, Addition,
Subtraction
- Use \$ to represent an absolute value

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NESTED FUNCTIONS: IF Grading Example		
A = 90-100%		A nested function includes more than one function
B = 80-89%		
C = 70-79%		
D = 60-69%		
Student 1	97%	=IF(B7>=0.9,"A",IF(B7>=0.8,"B",IF(B7>=0.7,"C",IF(B7>=0.6,"D","F"))))
Student 2	30%	F
Student 3	81%	B
Student 4	92%	A
Student 5	63%	D



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