

ARTT BUSINESS SCHOOL
INTRODUCTION TO INFORMATION TECHNOLOGY

Excel TODAY Function

Purpose:

Get the current date

Return value:

A serial number representing a particular date in Excel.

Syntax:

=TODAY ()

Usage notes:

TODAY takes no parameters, but required that you use empty parentheses ().

The value returned by TODAY will continually update each time the worksheet is recalculated (for example, each time a cell value is entered or changed). Use F9 to force the worksheet to recalculate and update the value.

Excel NOW Function

Purpose:

Get the current date and time

Return value:

A serial number representing a particular date and time in Excel.

Syntax:

=NOW ()

Usage notes:

NOW takes no parameters but requires empty parentheses. The value returned by NOW will continually update each time the worksheet is refreshed (for example, each time a value is entered or changed). Use F9 to force the worksheet to recalculate and update the value.

Excel WEEKNUM Function

Purpose:

Get the week number for a given date

Return value:

A number between 1 and 54.

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Syntax:

=WEEKNUM (serial_num, [return_type])

Parameter list:

serial_num - A valid Excel date in serial number format.

return_type - [optional] A number that indicates the day the week begins. The default is 1.

Usage notes:

The WEEKNUM function starts counting with the week that contains January 1.

return_type is optional (default is 1) and indicates the day the week begins:

- 1: Week begins on Sunday and weekdays are numbered 1 through 7.
- 2: Week begins on Monday and weekdays are numbered 1 through 7.

Excel WEEKDAY Function

Purpose:

Get the day of the week as a number

Return value:

A number between 0 and 7.

Syntax:

=WEEKDAY (serial_number , [return_type])

Parameter list:

serial_number - The date for which you want to get the day of week.

return_type - [optional] A number 1-3 representing day of week mapping scheme. Default is 1.

Usage notes:

return_type specifies the scheme used to map the day of week. The default is 1. The available mapping schemes are as follows:

return_type 1: Numbers 1-7 (Sunday through Saturday) - default

return_type 2: Numbers 1-7 (Monday through Sunday)

return_type 3: Numbers 0-6 (Monday through Sunday)

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Excel COUNT Function

Purpose:

Get the number of numbers

Return value:

A number representing a count of numbers.

Syntax:

=COUNT (value1, [value2], ...)

Parameter list:

value1 - An item, cell reference, or range.

value2 - [optional] An item, cell reference, or range.

Usage notes:

The COUNT function counts the number of numbers in supplied values. Values can be items, cell references, or ranges. For example, =COUNT(1, 2, "apple") returns 2. And COUNT(A1:A10) will count the number of numeric values in the range A1:A10.

Count can handle up to 255 additional values.

Use COUNTA to include text and logical values. Use COUNTIF to count based on criteria.

Notes:

Error values or text values that cannot be coerced into numbers are not counted

The logical values TRUE and FALSE are not counted.

Empty cells and text are not counted.

Excel COUNTA Function

Purpose:

Count the number of non-blank cells

Return value:

A number representing non-blank cells.

Syntax:

=COUNTA (value1, [value2], ...)

Parameter list:

value1 - An item, cell reference, or range.

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value2 - [optional] An item, cell reference, or range.

Usage notes:

Use the COUNTA function to count cells that contain numbers, text, logical values, error values, and empty text (""). COUNTA does not count empty cells.

COUNTA will also count items. For example, =COUNTA("a",1,2,3,"") returns 5.

Use COUNT to count numeric values only.

Count can handle up to 255 values.

Excel COUNTBLANK Function

Purpose:

Count cells that are blank

Return value:

A number representing blank cells

Syntax:

=COUNTBLANK (range)

Parameter list:

range - The range in which to count blank cells.

Usage notes:

Use the COUNTBLANK function to count blank cells in a range. For example, COUNTBLANK(A1:A10) will count the number of blank cells in the range A1:A10.

- COUNTBLANK counts the number of cells in the range that don't contain any value and returns this number as the result. Cells that contain, text, numbers, errors, etc. are not counted.
- Cells that contain formulas that return empty text ("") are considered blank and will be counted.
- Cells that contain zero are considered not blank and will not be counted.

Excel COUNTIF Function

Purpose:

Count cells that match criteria

Return value:

A number representing cells counted.

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Syntax:

=COUNTIF (range, criteria)

Parameter list:

range - The range of cells to count.

criteria - The criteria that controls which cells should be counted.

Usage notes:

COUNTIF counts the number of cells in a range that match the supplied criteria

Non-numeric criteria needs to be enclosed in double quotes but numeric criteria does not. For example: 100, "100", ">32", "jim", or A1 (where A1 contains a number).

The wildcard characters ? and * can be used in criteria. A question mark matches any one character and an asterisk matches any sequence of characters.

“PASTE SPECIAL”

