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WHAT's New?

Discovering the Undiscovered Features of Excel: (Part 2)

Due to the vast features of Excel that caters to our work needs, some functions are left unused, moreover, undiscovered. Here are additional **Computation Functions** of Excel.

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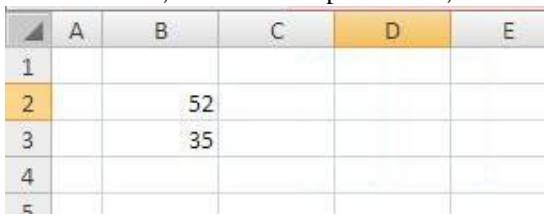
Undiscovered Features of Excel (Part 2)

We can use conditional sums to TOTAL and COUNT data but before we can learn to do conditional sums, we need to learn using the IF functions.

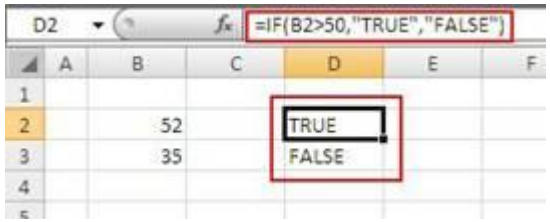
1. **IF Function.** This function will basically test to see whether your condition is TRUE or FALSE. Here's how:
   a. For instance, in the example below, we would like to find out if the cell value is greater than **50.**



	A	B	C	D	E
1					
2		52			
3		35			
4					

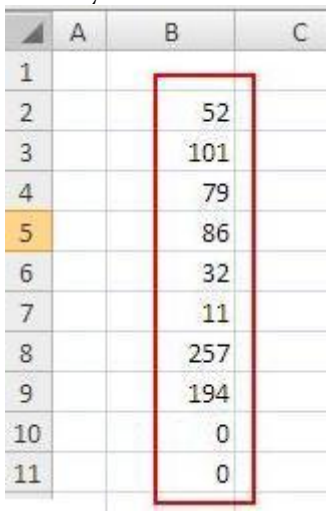
   b. Click a blank cell and then supply this formula: IF(***logical_test, value_if_true, value_if_false***)
   Where:
      - ***logical_test*** is condition that will be tested. In our example the value for this is B2>50**.**
      - ***value_if_true*** will be the value if the condition's result is **true**. This will be TRUE in our example**.**
      - ***value_if_false*** will be the value if the condition's result is **false**. This will be FALSE in our example**.**

   c. Formula should be: =IF(B2>50,"TRUE","FALSE")



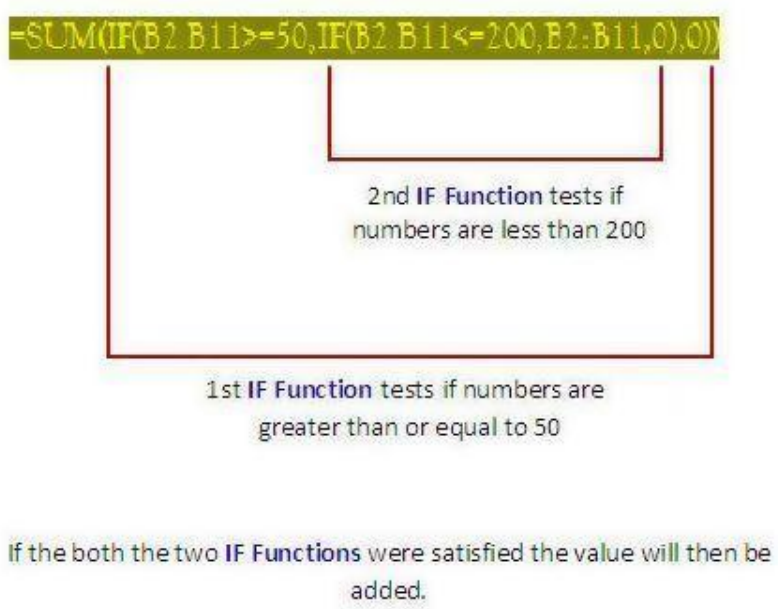
IF Functions will be used in conditional sums. Now we can proceed to conditional sums functions.

2. Use conditional sums to TOTAL data. In using conditional formatting, we will be exercising the nested IF scenario. Nested IF is a formula where one IF Function is inside another IF Function. In the sample below, we will also utilize the commonly used SUM Function.
   a. Lets say we have this list of numbers:

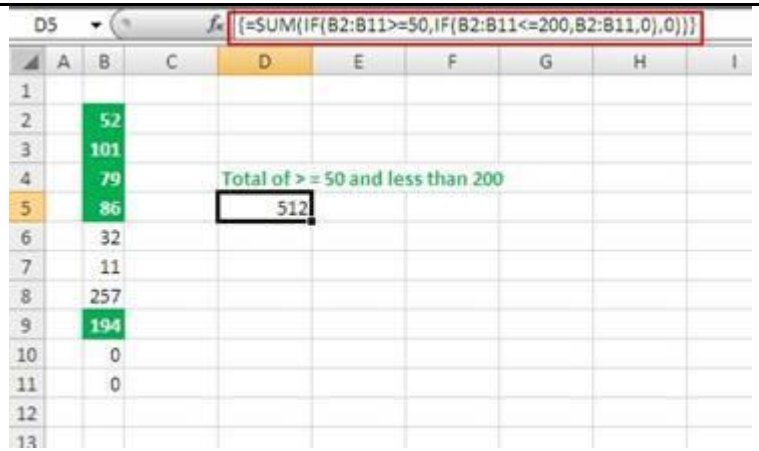


	A	B	C
1			
2		52	
3		101	
4		79	
5		86	
6		32	
7		11	
8		257	
9		194	
10		0	
11		0	

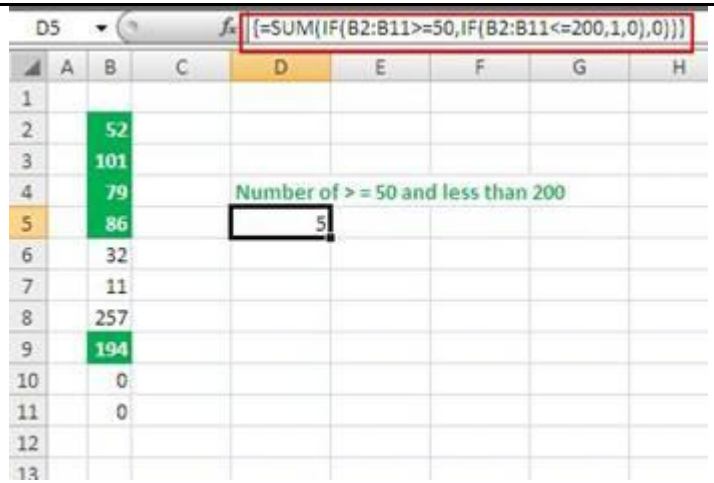
   b. And we like to total all numbers that are greater than or equal to **50** but less than **200**. To achieve this we will need to use Conditional Sums to TOTAL Data. Formula will be: =SUM(IF(B2:B11>=50,IF(B2:B11<=200,B2:B11,0),0))



c. The first IF statement in the formula tests if the values in the list are greater than or equal to **50**. And if TRUE, it will then proceed to the second if statement. If FALSE, value to be added is **0**.
d. The second IF statement in the formula tests if the values in the list are less than 200. And if TRUE, it will add all the values. If FALSE, value to be added is **0**.
e. After inputting the formula on a cell, press CTRL+SHIFT+ENTER keys. Excel will then put curly braces {} surrounding the formula. This means that the formula is an array. **Array** is a formula that will perform multiple calculations on one or more sets of values. We need the formula to be an array so the return value of the computation is correct since the formula contains several conditions.
f. Result would be like this:



3. Use conditional sums to COUNT data. This function is the same as no. 2 but instead of adding the values, this will count the number of instance that both the two IFs are TRUE.
    a. Formula will be: =SUM(IF(B2:B11>=50,IF(B2:B11<=200,1,0),0))
    b. The first IF statement in the formula tests if the values in the list are greater than or equal to **50**. And if TRUE, it will then proceed to the second if statement. If FALSE, value to be added is **0**.
    c. The second IF statement in the formula tests if the values in the list are less than 200. And if TRUE, value to be added is **1**. If FALSE, value to be added is **0**.
    d. This will then add all the **1** and **0.**
    e. Result would be like this:



Now try using these undiscovered features of Excel and tell us your results.