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| 1. the total amount of sales for a given period | Sum, Subtotal |
| 2. limit the values input into a cell | Lists, Data Validation |
| 3. lookup data are in rows | Vlookups |
| 4. date format to the last day of the month | EOMONTH |
| 5. quantity of cells that contain numerical values | Count |
| 6. small lest value in a range of cells | Min |
| 7. all records that meet a certain criterion, | |
| 8. quickly, original order | Filter |
| 9. lookup data in columns | Hlookups |
| 10. divide the content of the cell into multiple cells | Text to columns |
| 11. refer to a constant cell location | Absolute Reference |
| 12. Monthly Dep Exp | =SLN(Asset Cost, Salvage Value, Asset Life (yrs)* 12) |
| (Date | Period Dep Exp Accum Dep NBV) |
| 13. What is the date of the first sales transaction? | =MIN('Sales Qty'!A:A) |
| 14. first 4 letters of the salesrep name are 'Beth' | Filter>subtotal>counta |
- COUNT:** cells with numerical values;
- DCOUNT:** the number of fields with numerical values that match the conditions you specify
- COUNTIF:** the number of cells within a specific range that meet the given condition (does not need to be numerical in nature)
- COUNTA:** the number of cells that are not empty (includes both numerical and other formats, such as text)
15. Conditional Functions: SUMIF, SUMIFS, COUNTIF, COUNTIFS
16. SUMPRODUCT: multiply components in arrays
17. PMT: periodic payment PMT(%/12, yrs* 12, \$)
18. Filling series: pattern in Excel
19. denied loans, credit score of 700 or greater =COUNTIFS
20. total dollar amount of 'loan amount' for approved =SUMIF
21. when I adjust the fields selected in a pivot chart, it automatically adjusts the fields on my pivot table.
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| 22. create multiple conditions inside of an 'IF' statement | AND |
| 23. sum numerical value with one condition | SUMIF |
| 24. To not allow your formula to return an error message | IFERROR |
| 25. count the number of instances a particular value occurs | COUNTIF |
| 26. count the number of instances multiple criteria occur | COUNTIFS |
| 27. create multiple conditions inside of an 'IF' statement where only one criteria needs to be met | OR |
| 28. summarize data quickly through its click and drag functionality | Pivot tables |
| 29. sum a particular numerical value with multiple conditions | SUMIFS |
| 30. According to criteria, create column | |
| 31. Both condition meet | IF(AND(,)) |
| 32. One condition meet | IF(OR(,)) |
| 33. Make sure dragged all the way down | |
| 34. If the question ask only one criteria, just perform one | |

35. =IF(H2='Loan Applicants'!"approved",IFERROR(VLOOKUP(F2,'Interest Rates'!
A:C,3,TRUE)," ")," ")

36. add in column according to question

37. combine fields from two databases into one database for testing Join Databases

38. to accumulate or total the value of numeric fields for specified records Summarization
extract specific records that meet certain criteria and save those records as a new database.

Extractions (direct)

39. fields that contain duplicate values or fields that are not duplicated in the database.

Duplicate Key Detection