Topic 2:- ***Excel Basic Formulas***

Excel offers a wide range of basic formulas that are essential for performing common calculations and data analysis tasks. Here are some of the most commonly used basic Excel formulas:

1. **SUM:** Adds up a range of numbers.

   =SUM(A1:A5)

2. **AVERAGE:** Calculates the average of a range of numbers.

   =AVERAGE(A1:A5)

3. **MIN:** Returns the smallest value in a range.

   =MIN(A1:A5)

4. **MAX:** Returns the largest value in a range.

   =MAX(A1:A5)

5. **COUNT:** Counts the number of cells that contain numbers within a range.

   =COUNT(A1:A5)

6. **COUNTA:** Counts the number of non-empty cells within a range (including text and numbers).

   =COUNTA(A1:A5)

7. **IF:** Performs a conditional test and returns one value if the condition is true and another if false.

   =IF(A1 > 10, "Yes", "No")

8. **SUMIF:** Adds up numbers in a range based on a specified condition.

   =SUMIF(A1:A5, ">10")

9. **AVERAGEIF:** Calculates the average of numbers in a range based on a specified condition.

   =AVERAGEIF(A1:A5, ">10")

10. **COUNTIF:** Counts the number of cells in a range that meet a specified condition.

    =COUNTIF(A1:A5, ">10")

11. **CONCATENATE:** Combines two or more text strings into one.

=CONCATENATE(A1, " ", B1)

12. LEN: Calculates the length (number of characters) of a text string.

=LEN(A1)

13. LEFT: Extracts a specified number of characters from the beginning of a text string.

=LEFT(A1, 3)

14. RIGHT: Extracts a specified number of characters from the end of a text string.

=RIGHT(A1, 3)

15. TRIM: Removes extra spaces from a text string.

=TRIM(A1)

16. DATE: Creates a date from year, month, and day values.

=DATE(2023, 9, 1)

17. TODAY: Returns the current date.

=TODAY()

18. NOW: Returns the current date and time.

=NOW()

19. RANK: Returns the rank of a number in a list.

=RANK(A1, A1:A5)

20. ROUND: Rounds a number to a specified number of decimal places.

=ROUND(A1, 2)

These basic Excel formulas should cover most of your everyday calculation needs. Excel's formula bar allows you to enter and edit formulas easily, and you can use cell references (like A1, B2) in your formulas to perform calculations based on the values in specific cells. As you become more proficient in Excel, you can combine and nest these basic formulas to create more complex calculations and analyses.