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Advancing Skills One Click At A Time℠
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Advanced Formulas Demos

1. Open ABC Company Advanced Formulas.xls
2. Make sure you are on the IF,NOT,AND,OR sheet
3. Click on cell B4 and name the range SalesGoal
4. Click on cell G4 and name the range CommRate
5. Click on cell J4 and name the range BonusAmt
6. In cell G8 create formula, **=IF(F8>=SalesGoal,F8*CommRate,"No Commission")**
7. Copy the formula from cell G8 to cells G9 through G22.
8. Click in cell I8, the employees don't get a year end bonus if they didn't receive a commission or if they didn't complete training, if either of these conditions are met they don't get a bonus.
9. OR Syntax =OR(logical1,logical2,...)
    a. Returns TRUE if any argument is TRUE; returns FALSE if all arguments are FALSE.
10. In cell I8 create the formula, **=IF(OR(G8="No Commission",H8="No"),"No Bonus",F8*BonusAmt)**
11. Copy the formula to cells I9 through I22
12. Click in cell J8, the employees make the Winner's Circle sales level if they completed training and sold more than $12,000
13. AND Syntax =AND(logical1, [logical2], ...)
    a. Returns TRUE if all its arguments evaluate to TRUE; returns FALSE if one or more arguments evaluate to FALSE.
    b. One common use for the **AND** function is to expand the usefulness of other functions that perform logical tests. For example, the **IF** function performs a logical test and then returns one value if the test evaluates to TRUE and another value if the test evaluates to FALSE. By using the **AND** function as the ***logical_test*** argument of the **IF** function, you can test many different conditions instead of just one.
14. In cell J8 create the formula **=IF(AND(H8="Yes",F8>12000),"Yes","")**
15. Copy the formula to cells J9 through J22
16. Click in cell K8, the employees are recommended for further training if they didn't meet the sales goal of $8,500
17. NOT syntax =NOT(Logical)
    a. Reverses the value of its argument. Use NOT when you want to make sure a value is not equal to one particular value.
    b. If logical is FALSE, NOT returns TRUE; if logical is TRUE, NOT returns FALSE.
18. In cell K8 create the formula **=IF(NOT(F8=>SalesGoal),"Recommended","")**
19. Copy the formula to cells K9 through K22

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20. Save the file
    Click on the Nested IF sheet
21. Click in cell C7, enter a nested if to calculate the commissions in the text box in the worksheet
22. **=IF(B7>25000,B7*8%,IF(B7>15000,B7*6%,IF(B7>5000,B7*4%,0)))**
23. Copy the formula to cells C8 through C21

24. Click on the IFERROR sheet
25. IFERROR syntax **IFERROR**(**value**,**value_if_error**)
    a. **Value** - is the argument that is checked for an error.
    b. **Value_if_error** - is the value to return if the formula evaluates to an error. The following error types are evaluated: #N/A, #VALUE!, #REF!, #DIV/0!, #NUM!, #NAME?, or #NULL!
26. Click in cell D7, enter the formula **=IFERROR(B7/C7,"Check Price")**
27. Copy the formula to cells D8 through D19

28. Click on the SumIF sheet
29. SumIF syntax SUMIF(range, criteria, [sum_range])
    a. **Range** - The range of cells that you want evaluated by criteria. Cells in each range must be numbers or names, arrays, or references that contain numbers.
    b. **Criteria** - The criteria in the form of a number, expression, a cell reference, text, or a function that defines which cells will be added. **sum_range** - The actual cells to add, if you want to add cells other than those specified in the range argument.
30. Click on cell H9, enter the formula **=SUMIF(Region,"North",SalesPrior)**
31. Click on cell H10, enter the formula **=SUMIF(Region,"North",SalesCurrent)**
32. Click on cell H13, enter the formula **=SUMIF(Region,"South",SalesPrior)**
33. Click on cell H14, enter the formula **=SUMIF(Region,"South",SalesCurrent)**
34. Click on cell K9, enter the formula **=SUMIF(Region,"East",SalesPrior)**
35. Click on cell K10, enter the formula **=SUMIF(Region,"East",SalesCurrent)**
36. Click on cell K13, enter the formula **=SUMIF(Region,"West",SalesPrior)**
37. Click on cell K14, enter the formula **=SUMIF(Region,"West",SalesCurrent)**
38. Click on cell G19, enter the formula **=COUNTIF(SalesCurrent,">=15000")**

39. Click on the Round sheet
40. Round Syntax =ROUND(number, num_digits)
    a. Number - The number that you want to round.
    b. num_digits - The number of digits to which you want to round the number argument.
    c. If num_digits is greater than 0 (zero), then number is rounded to the specified number of decimal places.
    d. If num_digits is 0, the number is rounded to the nearest integer.
    e. If num_digits is less than 0, the number is rounded to the left of the decimal point.
41. Click cell C5, enter the formula **=B5*140%**
42. Copy formula to cells C18
43. Click on cell D5, enter the formula **=ROUND(B5*140%,-4)**
44. Copy formula to cells D18

45. Click on the Date Calcs sheet
46. We want to calculate the difference between order date and shipdate
47. Syntax =Shipdate – OrderDate
48. Click in cell D5 enter the formula **=C5-B5**
49. It returns a date format, need to format correctly, with cell D5 selected go the Home ribbon, in the Number group, click the dropdown arrow next to Short Date and change to General

50. Click on the Date Calcs sheet
51. We want to calculate the difference between Hire Date and Days till review
52. Syntax =HireDate + ReviewSchedule
53. Click in cell D5 enter the formula **=B5+C5**
54. If it doesn't return a date format, need to format correctly, with cell D5 selected go the Home ribbon, in the Number group, click the dropdown arrow and choose Short Date