

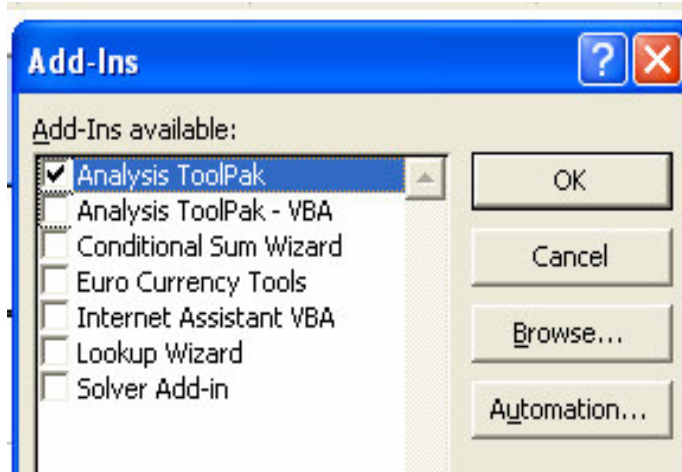
## ADVANCED FEATURES IN EXCEL : FORMAT

	<i>Custom Format</i>	<i>Cell Entry</i>	<i>How it Appears</i>
<b>Using text</b>			
	"Rs"#,##0	1500	Rs1,500
	"Answer: "General	2500	Answer: 2500
	"The amount is "#,##0" Rupees"	1500	The amount is 1,500 Rupees
<b>Scaling large numbers</b>			
	#,##0,	123456789	123,457
	#,##0,	12345678912	12,345,679
	#,##0,	1234	1
<b>Data Validation</b>			
	0.00;"Positive numbers only!"	123	123.00
	0.00;"Positive numbers only!"	-123	Positive numbers only!
	0.00;"Positive numbers only!"	0	0.00
<b>Zero with Dashes</b>			
	#,##0_);(#,##0);-0-_)	0	-0-
	#,##0_);(#,##0);-0-_)	12.2	12
	#,##0_);(#,##0);-0-_)	-12	(12)
<b>Telephone Numbers</b>			
	(###) ###-###	8005551212	(800) 555-1212
	###"/"###-####	8005551212	800/555-1212
<b>Social Security Numbers</b>			
	###-##-####	421897322	421-89-7322
	SSN ###-##-####	421897322	SSN 421-89-7322
<b>Date Formats</b>			
	mmmm-yy	01/06/1995	June-95
	mmmm d, yyyy	01/06/1995	June 1, 1995
	dddd	01/06/1995	Thursday
	mmmm d, yyyy (dddd)	01/06/1995	June 1, 1995 (Thursday)
	"It's" dddd	01/06/1995	It's Thursday

	<i>Custom Format</i>	<i>Cell Entry</i>	<i>How it Appears</i>
<b>Different colors and formatting</b>			
	[Red][<1]0.0%;[Blue][>=1]#,##0;General	1	1
	[Red][<1]0.0%;[Blue][>=1]#,##0;General	-1	-100.0%
	[Red][<1]0.0%;[Blue][>=1]#,##0;General	45	45
	General;General;General;[Red]General	Only text is red	Only text is red
	General;General;General;[Red]General	234	234
<b>Special symbols</b>			
	©General	1994	©1994
	General;General;General;General®	Registered	Registered®
	General;General;General;General™	Coca-Cola	Coca-Cola™
	General;General;General;"General"	Text in quotes	"Text in quotes"
	General;General;General;"General"	123	123
<b>Descriptive</b>	Positive;"Negative";"Zero";"Text"	12	Positive
	Positive;"Negative";"Zero";"Text"	-32	Negative
	Positive;"Negative";"Zero";"Text"	0	Zero
	Positive;"Negative";"Zero";"Text"	Hello	Text
<b>Hidden</b>	:::	1234	
	:::	-145	
<b>Conditional</b>			
	[>100]#,000;;;	99	
	[>100]#,000;;;	102	102
	[>100]#,000;;;	-54	
	[>100]#,000;;;	Hello	

## ADVANCED FEATURES IN EXCEL (continued)

The advanced function in Excel is not made available by default. To enable these features, click on Tools and find Add-Ins... in the menu and click on it. The palette appears (Fig.1.1). Check the Analysis ToolPak and click OK. The system may ask for MS Office CD media, insert the CD media and the features are installed within a short time.



(Fig. 1.1)

Now the advanced features are available with the  $f_x$  in Excel. Click on  $f_x$  and look at the commands and examples. Try out the given examples.

### 1. Calculating Date of retirement from Date of birth:

	A	B	C	D	E	F	G	H
1	Date of Birth	Date of Retirement						
2	15/04/2007	30/04/2067						
3		=EOMONTH(DATE(YEAR(A2)+60,MONTH(A2),DAY(A2)),IF(DAY(A2)=1,-1,0))						

The Date of Birth is written on cell A2 and the formula (shown in row 3) is written on cell B2 that returns the date of retirement.

### 2. Finding out the next working day from 26/03/2007 after 9 working days excluding holidays:

	A	B	C	D	E
1	Start Date	Days	Holidays	Result Date	
2	26/03/2007	9	06/04/2007	Wednesday, April 11, 2007	
3			09/04/2007		
4			10/04/2007		

\* Dummy dates used for example only.

Formula given in cell D2 is =WORKDAY(A2,D2,C2:C4)

Another example to find out the next working day from 01/04/2007 after 30 days excluding holidays:

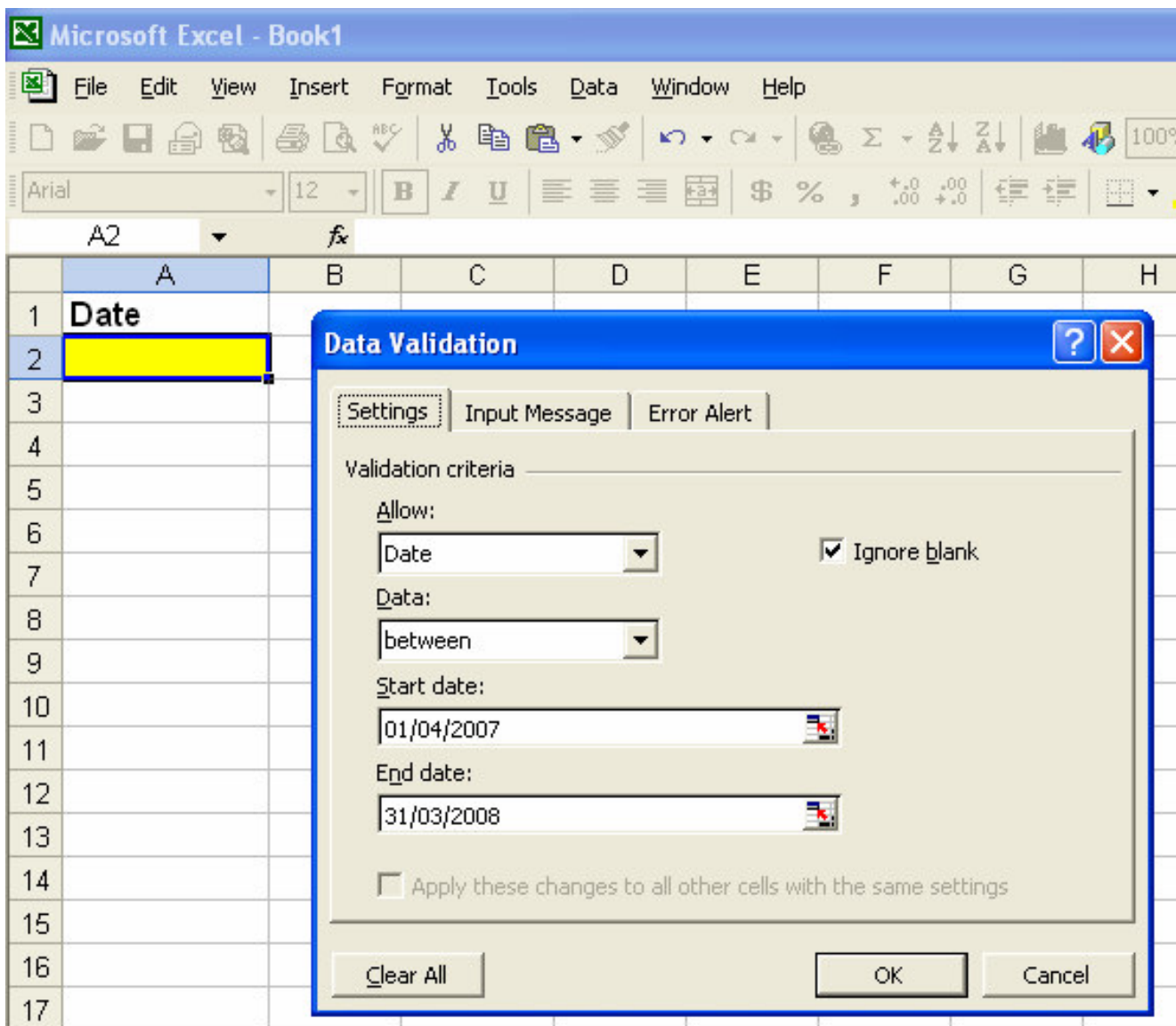
	A	B	C	D	E
1	Start Date	Days	Holidays*		
2	01/04/2007	30	30/04/2007	Thursday, May 03, 2007	
3			01/05/2007		
4			02/05/2007		

\* Dummy dates used for example only.

Formula given in cell D2 is =WORKDAY((A2+B2-1),1,C2:C4)

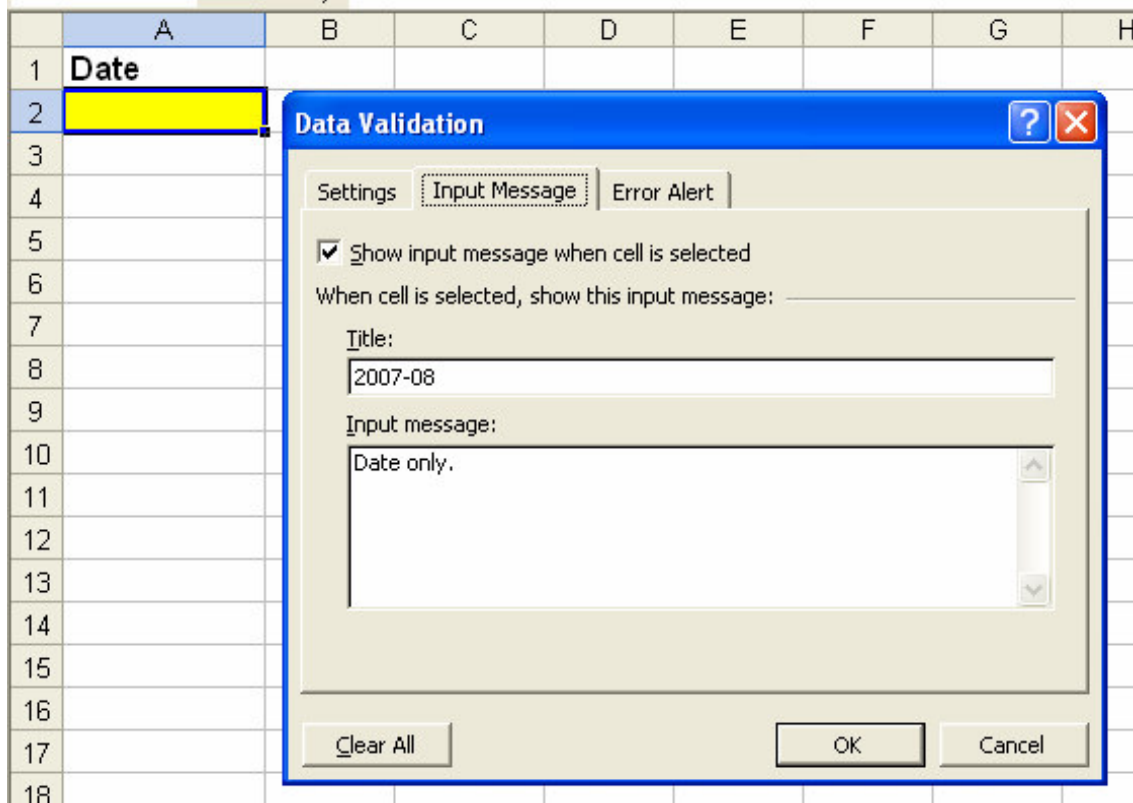
### 3. Data Validation: The input data can be restricted through data validation

To use this feature in cell A2 for all dates falling in financial year 2007-08, select A2 and click Data>>Validation. The palette below appears.

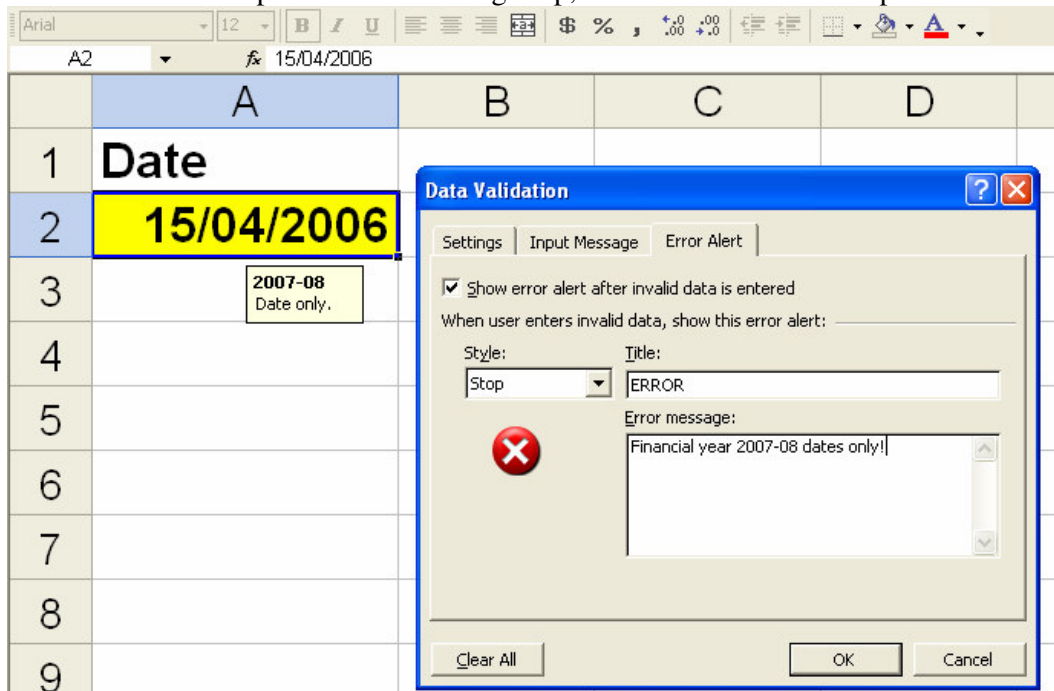


Now in the setting tab, the validation criteria ask for Allow: select date; Data: between; Start date: 01/04/2007 & End date: 31.03.2008. The start date and end date both are the two dates starting and ending dates of financial year 2007-08.

Next, in the Input message tab the palette asks for Title and Input message that appears when the cursor is at cell A2. Type in.

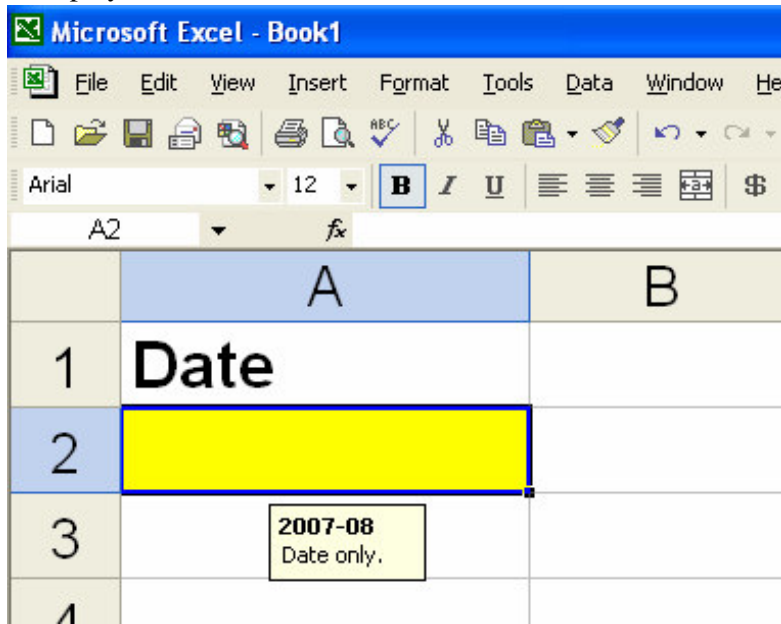


Then in the Error Alert tab, the title and Error message is asked to display when any date is inserted in cell A2 that does not fall in financial year 2007-08. In Style if warning is selected the error date is accepted but on selecting Stop, the error date is not accepted.

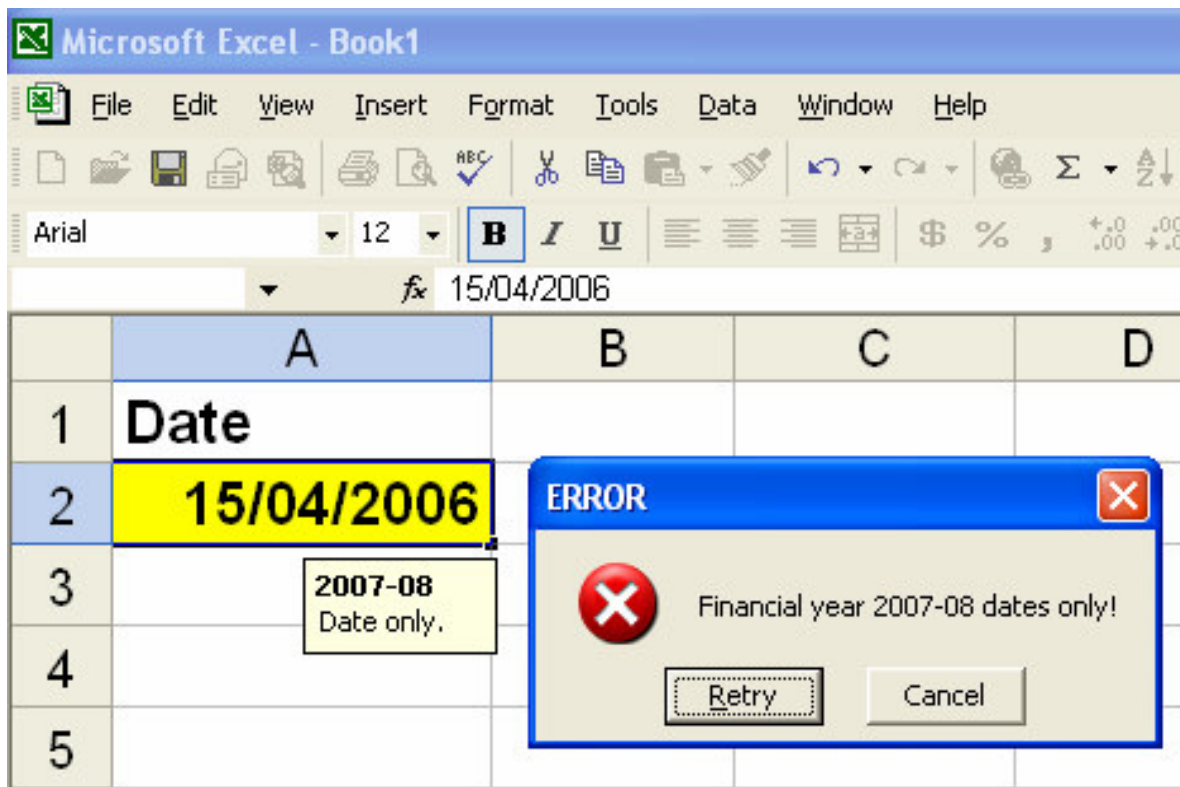


Click OK.

The date restriction on cell A2 is active. Click on A2. The message that was given in the palette is displayed.



When a date that is not within financial year 2007-08, is typed, an error message appears. This is the typed message on the palette error tab.



In cell A2, 15/04/2006 is inserted which is an error to that cell. So the error message appeared.

#### 4. SUBTOTAL(function\_num, ref1, ref2, ...)

Function_num (includes hidden values)	Function_num (ignores hidden values)	Function
1	101	AVERAGE
2	102	COUNT
3	103	COUNTA
4	104	MAX
5	105	MIN
6	106	PRODUCT
7	107	STDEV
8	108	STDEVP
9	109	SUM
10	110	VAR
11	111	VARP

##### Counting of rows in a table:

In the table above, 2 is used to count numerical values (text data ignored) and 3 to count both text and number data in a table. The formula to count is shown in the formula bar below:-

	A	B	C	T	U	V
1	Count:	318				
2						
3	Month	YEAR	HQ			
4	March	2007	ASN			
5	March	2007	ASN			
6	March	2007	ASN			
7	March	2007	ASN			
8	March	2007	ASN			
9	March	2007	ASN			
10	March	2007	ASN			
11	March	2007	ASN			
12	March	2007	ASN			
13	March	2007	ASN			
14	March	2007	ASN			

Counting numerical value

	A	B	C	T	U	V
1	Count:	318				
2						
3	Month	YEAR	HQ			
4	March	2007	2			
5	March	2007	ASN			
6	March	2007	ASN			
7	March	2007	ASN			
8	March	2007	ASN			
9	March	2007	ASN			
10	March	2007	ASN			
11	March	2007	ASN			
12	March	2007	ASN			
13	March	2007	ASN			
14	March	2007	ASN			

Counting Alfa numerical value