Viva
Technologies

ADVANCED EXCEL

53, Mayur Market, Thatipur, Gwalior
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53, Mayur Market, Gwalior, (MP)
Ph: 94257-03888

Relative & Absolute Reference

	A	B	C	D	E
1	**Employee Name**	**Salary**	**Increment**	**New Salary**	5%
2	Anand Prasad				
3	Shalu Taneja				
4	Puneet Patel				
5	Raghav Malik				
6	Daya Chawla				
7	Hitesh Sachdeva				
8	Jagmohan Sriniwas				
9	Rahul Malik				
10	Yachana Saini				
11	Abhay Gupta				
12	Abhaya Anand				
13	**Total**				

	A	B	C	D	E
1	**Employee Name**	**Salary**	**Increment**	**New Salary**	5%
2	Anand Prasad	24550	1227.5	25777.5	
3	Shalu Taneja	72830	3641.5	76471.5	
4	Puneet Patel	26795	1339.75	28134.75	
5	Raghav Malik	35680	1784	37464	
6	Daya Chawla	42540	2127	44667	
7	Hitesh Sachdeva	79760	3988	83748	
8	Jagmohan Sriniwas	60830	3041.5	63871.5	
9	Rahul Malik	85300	4265	89565	
10	Yachana Saini	72090	3604.5	75694.5	
11	Abhay Gupta	75150	3757.5	78907.5	
12	Abhaya Anand	74840	3742	78582	
13	**Total**			**682883.25**	

	A	B	C	D	E	F	G	H	I	J	K
1											
2	S.No.	Name	Maths (Out of 100)	Physics (Out of 100)	Chemistry (Out of 100)						
3	1	Akshay	87	88	68						
4	2	Riya	77	66	70						
5	3	Shilpa	92	71	76						
6	4	Sanjay	88	61	74						
7	5	Rajiv	55	88	84						
8	6	Pratik	96	74	65						
9	7	Vimal	85	62	52						
10	8	Vipul	87	54	64						
11	9	Aman	87	86	79						
12	10	Abhay	81	67	51						
13											
14								Total Marks of 3 subjects			300

	A	B	C	D	E	F	G	H	I	J	K
1											
2	S.No.	Name	Maths (Out of 100)	Physics (Out of 100)	Chemistry (Out of 100)	Total(P+C+M)	Percentage (%)	%Maths	%Physics	%Chem	
3	1	Akshay	87	88	68	243	81%	36%	36%	28%	
4	2	Riya	77	66	70	213	71%	36%	31%	33%	
5	3	Shilpa	92	71	76	239	80%	38%	30%	32%	
6	4	Sanjay	88	61	74	223	74%	39%	27%	33%	
7	5	Rajiv	55	88	84	227	76%	24%	39%	37%	
8	6	Pratik	96	74	65	235	78%	41%	31%	28%	
9	7	Vimal	85	62	52	199	66%	43%	31%	26%	
10	8	Vipul	87	54	64	205	68%	42%	26%	31%	
11	9	Aman	87	86	79	252	84%	35%	34%	31%	
12	10	Abhay	81	67	51	199	66%	41%	34%	26%	
13											
14								Total Marks of 3 subjects			300

Lookup Functions

VLOOKUP

	A	B	C	D	E	F	G	H	I
1	Employee Name	Years	Status	Salary	TaxRate				
2	Prasad, Anand	16	Half Time	41,639				TaxTable	
3	Taneja, Shalu	15	Full Time	56,469				0	0
4	Patel, Puneet	2	Full Time	43,302				5,000	1%
5	Malik, Raghav	20	Full Time	28,122				15,000	3%
6	Chawla, Daya	12	Half Time	78,644				25,000	5%
7	Sachdeva, Hritesh	19	Full Time	75,511				35,000	6%
8	Sriniwas, Jagmohan	16	Full Time	42,909				45,000	7%
9	Malik, Rahul	20	Half Time	52,255				55,000	8%
10	Saini, Yachana	14	Full Time	54,972				65,000	10%
11	Gupta, Abhay	7	Half Time	42,401				75,000	11%
12	Anand, Abhaya	11	Full Time	25,901				85,000	12%
13	Sharma, Abhinay	15	Full Time	51,437				95,000	13%
14	Goyal, Abhir	13	Full Time	25,184					
15	Goel, Abish	10	Half Time	54,271					
16	Dubby, Adarsh	14	Full Time	45,360					
17	Kapoor, Ajay	13	Half Time	45,620					
18	Sareen, Akash	1	Full Time	17,205					
19	Bajaj, Akash	4	Half Time	71,830					

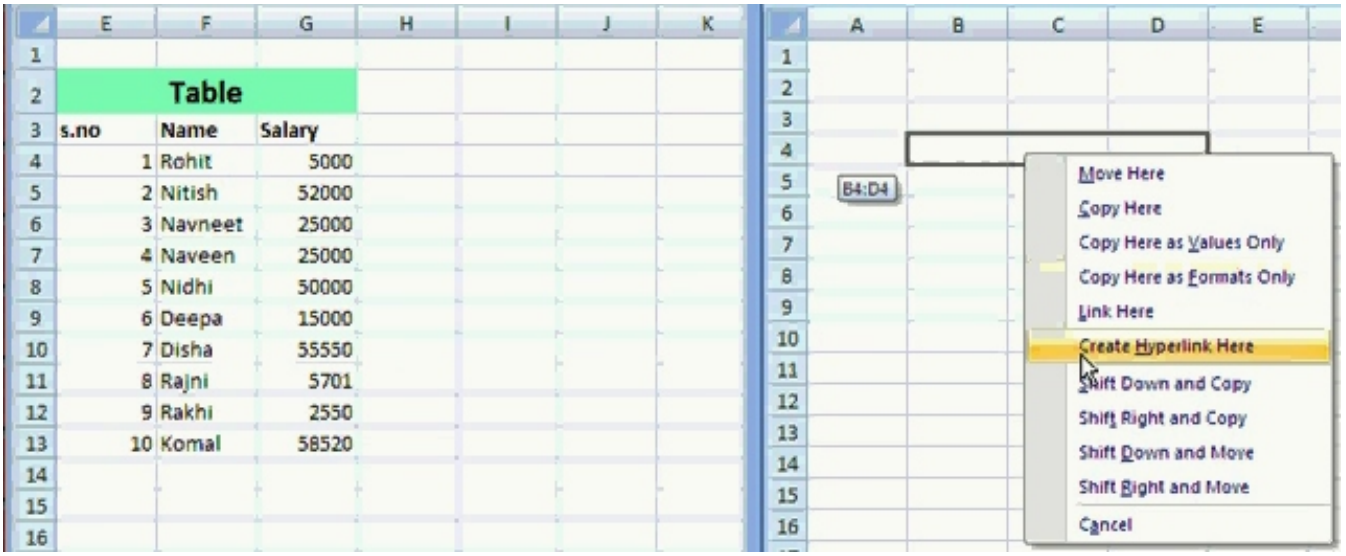
=VLOOKUP(D2,$H$3:$I$13,2)

HLOOKUP

	A	B	C	D	E	F	G	H	I	J	K	L
1		HLOOKUP IN MS EXCEL										
2												
3		Sales Report										
4		Year	Rupak	Kuntal	Rohan	Sima	Puja		Employee Name	2016	2017	2018
5		2013	15200.00	13200.00	6500.00	14980.00	6630.00					
6		2014	13600.00	8960.00	13500.00	11300.00	12000.00					
7		2015	19200.00	7800.00	9800.00	19000.00	17200.00					
8		2016	25100.00	9850.00	9720.00	22100.00	16300.00					
9		2017	23100.00	11500.00	11250.00	32000.00	15200.00					
10		2018	26650.00	27500.00	17650.00	29900.00	23000.00					

=HLOOKUP(I5,B4:G10,5,0)
=HLOOKUP(I5,B4:G10,6,0)
=HLOOKUP(I5,B4:G10,7,0)

Hyperlink Sheets



	E	F	G
1			
2	Table		
3	s.no	Name	Salary
4	1	Rohit	5000
5	2	Nitish	52000
6	3	Navneet	25000
7	4	Naveen	25000
8	5	Nidhi	50000
9	6	Deepa	15000
10	7	Disha	55550
11	8	Rajni	5701
12	9	Rakhi	2550
13	10	Komal	58520
14			
15			
16			

Click on border of first cell > Drag with Right Click > Hold Alt Key to switch sheet> Release right click and select create hyperlink here

Large & Small Function

	A	B	C	D
1	Salesman	Status	Job Rating	Salary
2	John	Half Time	3	68,510
3	Alex	Full Time	3	76,530
4	Will	Full Time	4	37,020
5	Priyank	Full Time	5	64,590
6	Mark	Half Time	3	65,910
7	Kat	Full Time	2	74,710
8	Kelly	Full Time	5	17,205
9	Andrew	Half Time	3	71,830
10	David	Full Time	4	80,690

Use of Max & Min Function

=Large (array, 3)

=small (D2:D37, 4)

Pivot Table

Name of person	Department	Sale 2016	Sale 2017
ram	Electronics	1200	1100
shyam	Garment	1100	1230
om	Electronics	1134	2200
raman	Electronics	1232	2100
deepak	Garment	1150	1400
raj	Garment	1200	1300
rihan	Electronics	2000	1500
amit	Furniture	1280	3200
anil	Furniture	800	1240
monu	Furniture	2300	1750

	A	B	C	D	E	F	G	H
1	PIVOT TABLE							
2	Name	Gender	Age	Class	House	Unit Test 1	Unit Test 2	Final Test
3	Abhimanyu	M	16	10	Bhoomi	84	79	81
4	Arjun	M	11	5	Vayu	82	83	91
5	Champa	F	15	8	Jal	81	78	88
6	Gopal	M	14	8	Bhoomi	70	75	79
7	Gopi	F	16	10	Agni	88	92	96
8	Hari	M	16	10	Bhoomi	82	81	80
9	Indu	F	14	8	Vayu	90	86	89
10	Keshav	M	15	9	Agni	87	89	96
11	Lalita	F	17	10	Vayu	70	90	92
12	Madhav	M	12	7	Jal	86	92	89
13	Sam	M	11	6	Agni	91	81	94
14	RNM	M	16	10	Agni	86	81	77
15	Student1	M	15	9	Agni	87	89	95
16	Student8	F	15	8	Vayu	81	90	95
17	Student2	F	17	10	Vayu	70	90	92
18	Student4	F	12	7	Jal	86	92	89
19	Student5	F	16	10	Jal	81	80	87
20	Sudevi	F	16	10	Jal	81	80	87

Array Function

	A	B	C	D
1	Part#	Units Sold	Unit Price	Total
2	344D695	18	22.09	397.62
3	813T930	72	36.78	2648.16
4	342G756	22	75.19	1654.18
5	26D942	65	34.09	2215.85
6	364H780	34	75.19	2556.46
7	409S799	64	59.89	3832.96
8	609D942	95	75.19	7143.05
9	265T775	34	10.69	363.46
10	Total	404	389.11	20811.74

=sum (B2: B9 * C2:C9)
=Ctrl + shift + Enter
={= sum (B2 : B9 * C2: C9)}

	A	B	C	D	E
1	S.no.	Product	Quantity	Price	Total
2	1	A	24	600	
3	2	B	12	200	
4	3	C	34	120	
5	4	D	67	354	
6	5	E	35	235	
7	6	F	8	80	
8	7	G	24	385	
9	8	H	9	600	
10	9	I	36	359	
11	10	J	5	346	
12	Grand Total				

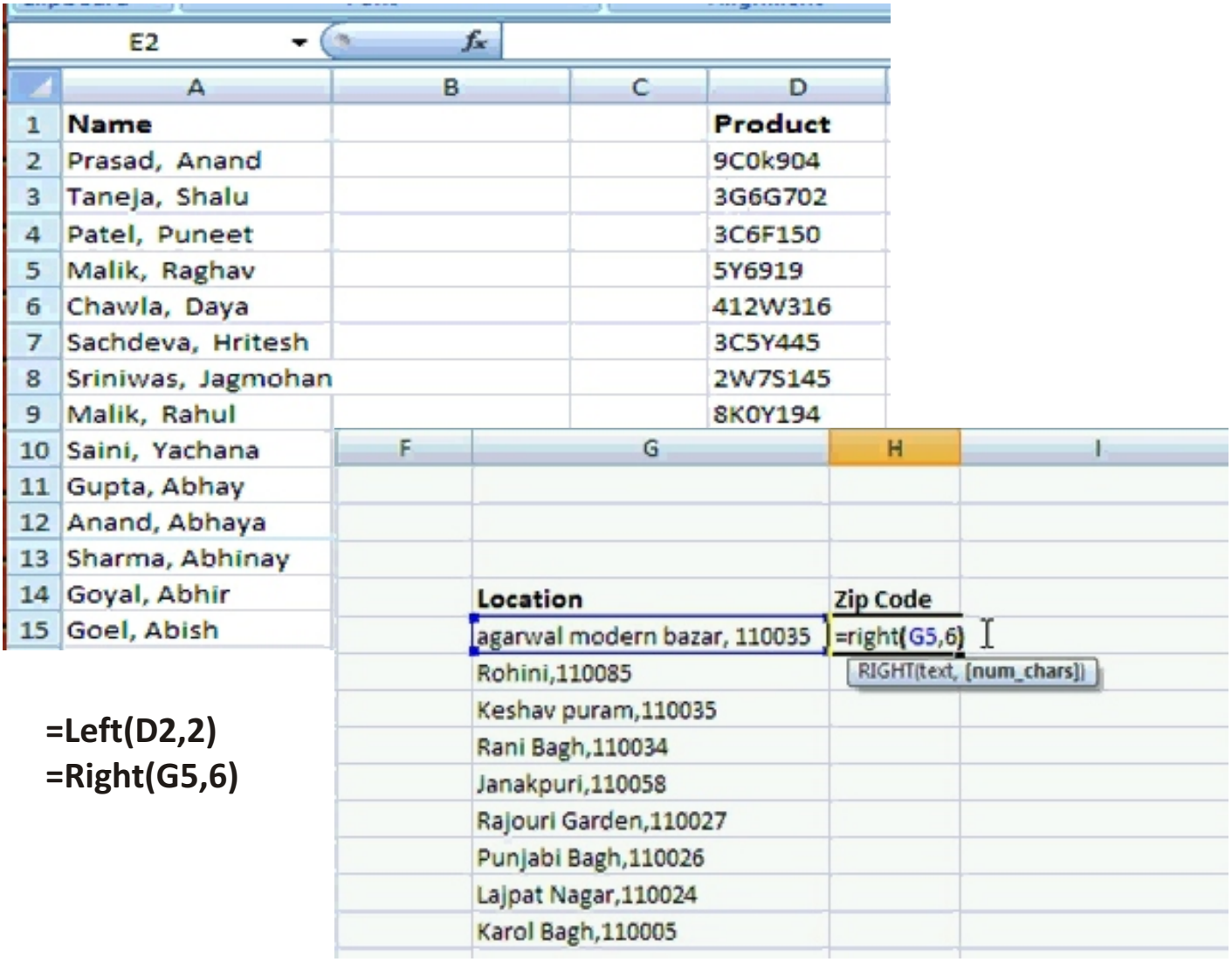
	A	B	C	D	E	F
1	Weekly Income Schedule					
2	Date	Expenditure	Refund	Total Exp	Income	Profit $
3	6-May	$ 423.98	$ 62.00	361.98	$ 550.00	$ 188.02
4	13-May	$ 598.12	$ 67.73	530.39	$ 780.00	$ 249.61
5	20-May	$ 410.45	$ 45.00	365.45	$ 659.90	$ 294.45
6	27-May	$ 499.10	$ 33.75	465.35	$ 653.98	$ 188.63
7	3-Jun	$ 370.25	$ 28.12	342.13	$ 583.00	$ 240.87
8	10-Jun	$ 440.80	$ 56.25	384.55	$ 589.12	$ 204.57
9	17-Jun	$ 530.25	$ 51.75	478.5	$ 695.80	$ 217.30
10	24-Jun	$ 490.55	$ 96.75	393.8	$ 663.60	$ 269.80
11						
12	Total	$ 3,763.50	$ 441.35	$ 3,322.15	$ 5,175.40	$1,853.25

Find Search & Mid function

	A	B	C	D	E	F	G
1	Item						
2	9C0K904						
3	3G6G702						
4	3C6F150						Location
5	5Y6919						agarwal modern bazar, 316
6	412W316						London school of IT education,363
7	3C5Y445						Keshav puram,C-14
8	2W7S145						Tri nagar,345
9	8K0Y194						Rohini,C-67
10	5J6RR2						Pitam pura,C-148
11	4W7C145						
12	5C6919						

= find (“c”,A2)
= search(“c”,A2)
= mid(A2,2,4)
=mid(G5,find(”,”,G5)+2,2)

Left & Right Functions

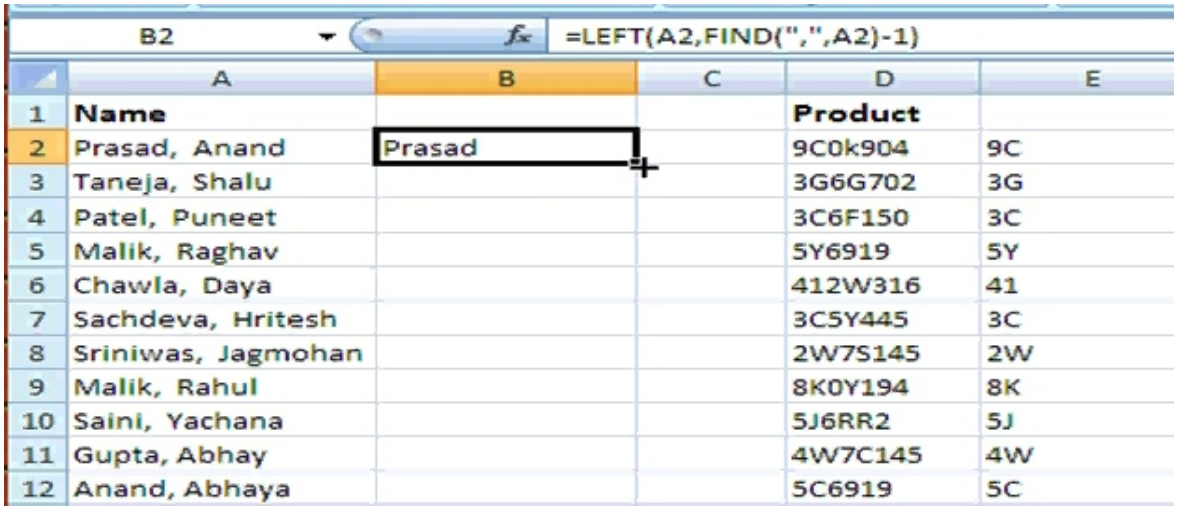


	A	D
1	**Name**	**Product**
2	Prasad, Anand	9C0k904
3	Taneja, Shalu	3G6G702
4	Patel, Puneet	3C6F150
5	Malik, Raghav	5Y6919
6	Chawla, Daya	412W316
7	Sachdeva, Hritesh	3C5Y445
8	Sriniwas, Jagmohan	2W7S145
9	Malik, Rahul	8K0Y194
10	Saini, Yachana	
11	Gupta, Abhay	
12	Anand, Abhaya	
13	Sharma, Abhinay	
14	Goyal, Abhir	
15	Goel, Abish	

	G	H
	Location	**Zip Code**
	agarwal modern bazar, 110035	=right(G5,6)
	Rohini,110085	
	Keshav puram,110035	
	Rani Bagh,110034	
	Janakpuri,110058	
	Rajouri Garden,110027	
	Punjabi Bagh,110026	
	Lajpat Nagar,110024	
	Karol Bagh,110005	

RIGHT(text, [num_chars])

=Left(D2,2)
=Right(G5,6)



B2 =LEFT(A2,FIND(",",A2)-1)

	A	B	D	E
1	**Name**		**Product**	
2	Prasad, Anand	Prasad	9C0k904	9C
3	Taneja, Shalu		3G6G702	3G
4	Patel, Puneet		3C6F150	3C
5	Malik, Raghav		5Y6919	5Y
6	Chawla, Daya		412W316	41
7	Sachdeva, Hritesh		3C5Y445	3C
8	Sriniwas, Jagmohan		2W7S145	2W
9	Malik, Rahul		8K0Y194	8K
10	Saini, Yachana		5J6RR2	5J
11	Gupta, Abhay		4W7C145	4W
12	Anand, Abhaya		5C6919	5C

=Left(A2,FIND(",",A2)-1)

Match Function

E3 =MATCH(D3,A:A,0)

	A	B	C	D	E
1	Part #				
2	145-36-892				
3	458-89-988			937-899-588	17
4	542-85-455			467-05-478	
5	256-45-78			399-25-084	
6	236-56-12			857-59-617	
7	651-25-21			400-897-235	
8	770-05-669			145-85-254	
9	897-47-355			365-45-983	
10	400-50-555			365-435-366	
11	145-10-503			895-245-655	
12	857-47-355			651-25-21	
13	554-28-881			770-05-669	
14	156-35-235			897-47-355	
15	744-66-091			400-50-555	
16	459-58-611			145-10-503	
17	937-899-588			857-47-355	

J	K	L	M	N	O	P
Last	First	Sales	Match		Name	ID#
Scott	John	11,000			Bond,Kat	121
Verma	Aryan	9,000			Sharma,Priyank	546
paul	Denny	17,000			Kumar,Sunil	845
Sharma	Priyank	5,000			Roy,Sunita	652
Kumar	Sunil	11,000			Singh,Sonia	897
Malhotra	Prince	9,000			Bud,Jackson	302
Hardy	Matt	12,000			Bajaj,Neha	754
Roy	Sunita	10,000			Hardy,Matt	965
Bajaj	Neha	4,500			Paul,Denny	895
Singh	Sonia	8,000			Malhotra,Prince	230
Christian	David	11,000			Verma,Aryan	770
Bud	Jackson	12,000			Aldis,Charles	307

J	K	L	M	N	O	P
Last	First	Sales	Match		Name	ID#
Scott	John	11,000	=match(J2&","&K2,O:O,0)			121
Verma	Aryan	9,000				46
						845
Sharma	Priyank	5,000			Ro	652
Kumar	Sunil	11,000				897

MATCH(lookup_value, lookup_array, [match_type])

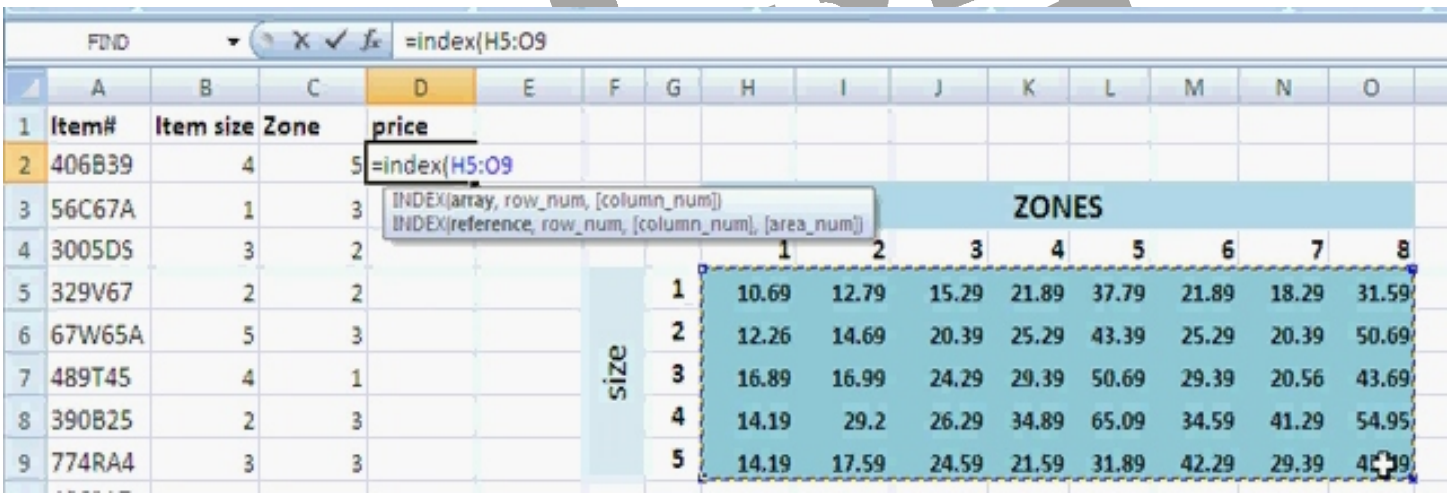
exactly equal to lookup_value. Lookup_array can be in any order

0 - Exact match
1 - Less than
-1 - Greater than

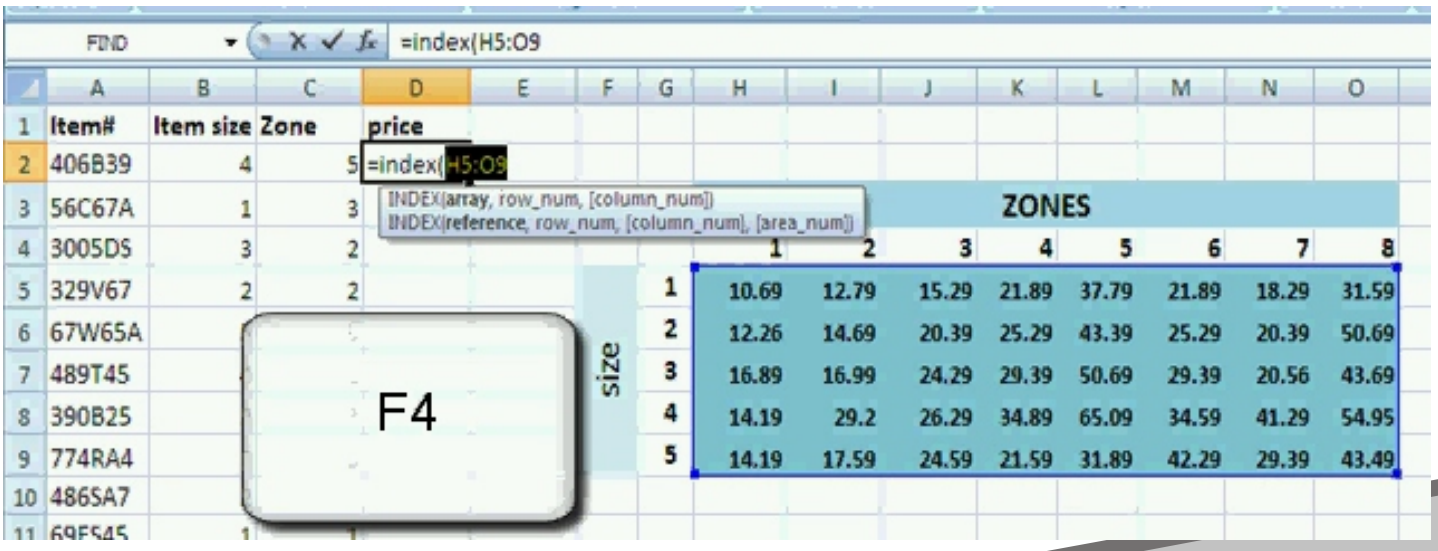
Index function

	A	B	C	D
1	Item#	Item size	Zone	price
2	406B39	4	5	65.09
3	56C67A	1	3	
4	3005DS	3	2	
5	329V67	2	2	
6	67W65A	5	3	
7	489T45	4	1	
8	390B25	2	3	
9	774RA4	3	3	
10	486SA7	2	8	
11	69ES45	1	1	
12	577PM2	5	8	
13	300D45	2	7	
14	448M49	3	4	
15	286N88	4	6	
16	124B35	5	3	

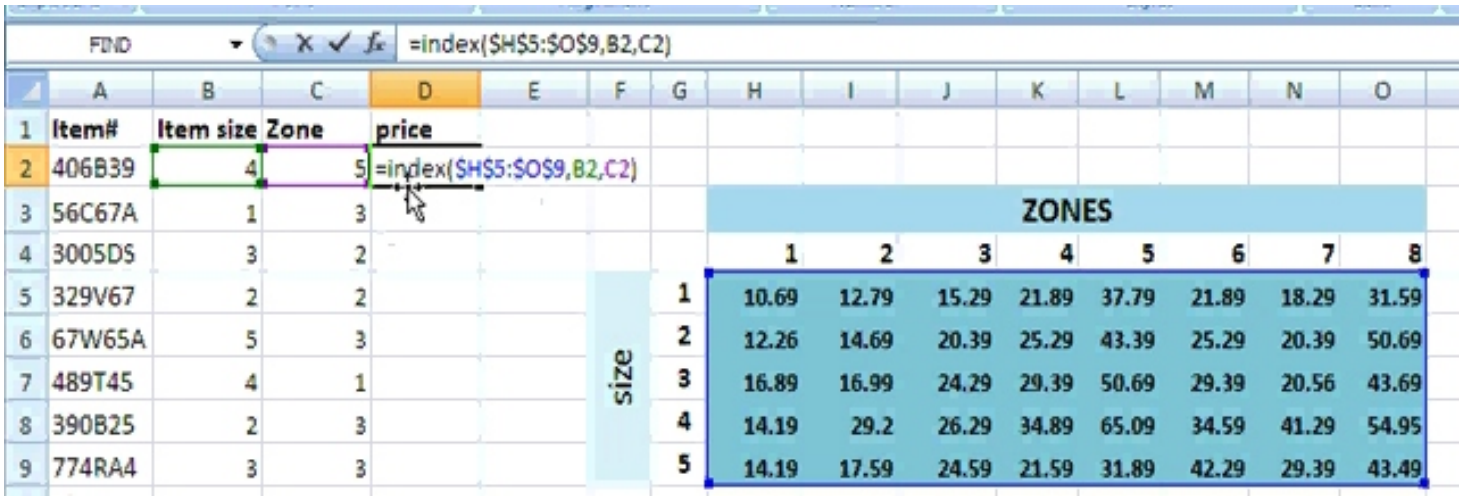
size	ZONES 1	2	3	4	5	6	7	8
1	10.69	12.79	15.29	21.89	37.79	21.89	18.29	31.59
2	12.26	14.69	20.39	25.29	43.39	25.29	20.39	50.69
3	16.89	16.99	24.29	29.39	50.69	29.39	20.56	43.69
4	14.19	29.2	26.29	34.89	65.09	34.59	41.29	54.95
5	14.19	17.59	24.59	21.59	31.89	42.29	29.39	43.49



=Index(H5:O9,B2,C2)



Index function



	A	B	C	D
1	Item#	Item size	Zone	price
2	406B39	4	5	=index($H$5:$O$9,B2,C2)
3	56C67A	1	3	
4	3005DS	3	2	
5	329V67	2	2	
6	67W65A	5	3	
7	489T45	4	1	
8	390B25	2	3	
9	774RA4	3	3	

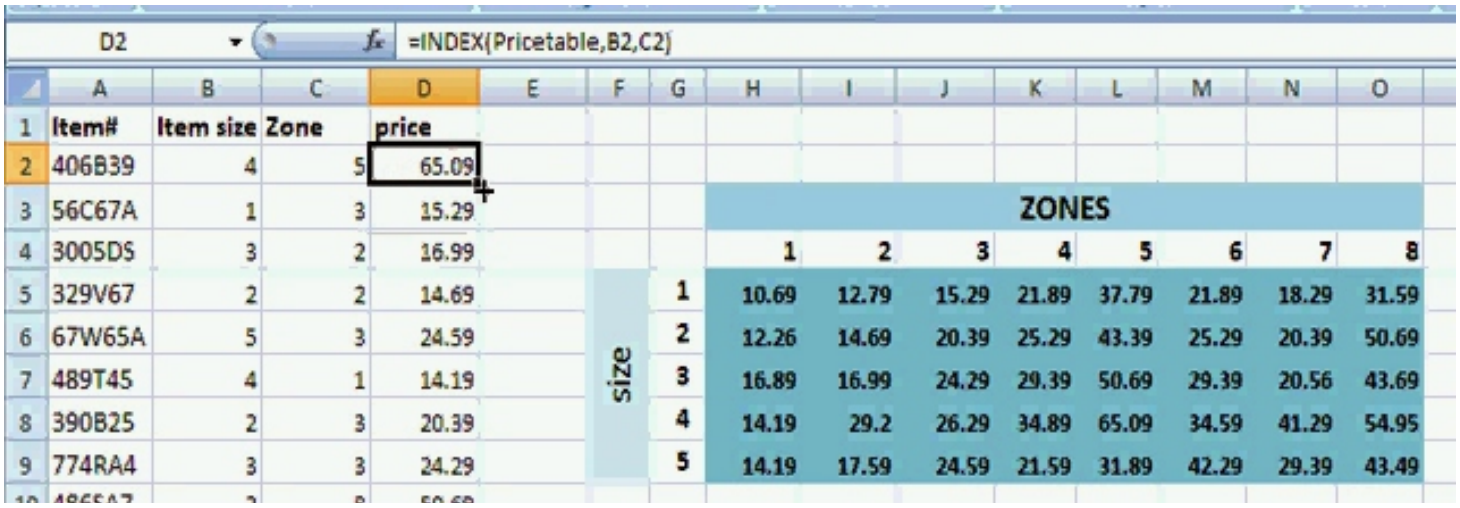
size	ZONES 1	2	3	4	5	6	7	8
1	10.69	12.79	15.29	21.89	37.79	21.89	18.29	31.59
2	12.26	14.69	20.39	25.29	43.39	25.29	20.39	50.69
3	16.89	16.99	24.29	29.39	50.69	29.39	20.56	43.69
4	14.19	29.2	26.29	34.89	65.09	34.59	41.29	54.95
5	14.19	17.59	24.59	21.59	31.89	42.29	29.39	43.49

=Index($H$5:$O$9,B2,C2)

	A	B	C	D
1	Item#	Item size	Zone	price
2	406B39	4	5	65.09
3	56C67A	1	3	15.29
4	3005DS	3	2	16.99
5	329V67	2	2	14.69
6	67W65A	5	3	24.59
7	489T45	4	1	14.19
8	390B25	2	3	20.39
9	774RA4	3	3	24.29
10	486SA7	2	8	50.69
11	69E545	1	1	10.69

size	ZONES 1	2	3	4	5	6	7	8
1	10.69	12.79	15.29	21.89	37.79	21.89	18.29	31.59
2	12.26	14.69	20.39	25.29	43.39	25.29	20.39	50.69
3	16.89	16.99	24.29	29.39	50.69	29.39	20.56	43.69
4	14.19	29.2	26.29	34.89	65.09	34.59	41.29	54.95
5	14.19	17.59	24.59	21.59	31.89	42.29	29.39	43.49

=Index($H$5:$O$9,B2,C2)



	A	B	C	D
1	Item#	Item size	Zone	price
2	406B39	4	5	65.09
3	56C67A	1	3	15.29
4	3005DS	3	2	16.99
5	329V67	2	2	14.69
6	67W65A	5	3	24.59
7	489T45	4	1	14.19
8	390B25	2	3	20.39
9	774RA4	3	3	24.29

size	ZONES 1	2	3	4	5	6	7	8
1	10.69	12.79	15.29	21.89	37.79	21.89	18.29	31.59
2	12.26	14.69	20.39	25.29	43.39	25.29	20.39	50.69
3	16.89	16.99	24.29	29.39	50.69	29.39	20.56	43.69
4	14.19	29.2	26.29	34.89	65.09	34.59	41.29	54.95
5	14.19	17.59	24.59	21.59	31.89	42.29	29.39	43.49

=Index(Pricetable,B2,C2)

Text Function

	A	B	C	D	E	F
1	**Name**			**First Name**	**Last Name**	
2	PRASAD, ANAND			PRASAD	ANAND	
3	TANEJA, SHALU			TANEJA	SHALU	
4	PATEL, PUNEET			PATEL	PUNEET	
5	MALIK, RAGHAV			MALIK	RAGHAV	
6	CHAWLA, DAYA			CHAWLA	DAYA	
7	SACHDEVA, HRITESH			SACHDEVA	HRITESH	
8	SRINIWAS, JAGMOHAN			SRINIWAS	JAGMOHAN	
9	MALIK, RAHUL			MALIK	RAHUL	
10	SAINI, YACHANA			SAINI	YACHANA	
11	GUPTA, ABHAY			GUPTA	ABHAY	
12	ANAND, ABHAYA			ANAND	ABHAYA	
13	SHARMA, ABHINAY			SHARMA	ABHINAY	
14	GOYAL, ABHIR			GOYAL	ABHIR	
15	GOEL, ABISH			GOEL	ABISH	
16	DUBBY, ADARSH			DUBBY	ADARSH	
17	KAPOOR, AJAY			KAPOOR	AJAY	
18	SAREEN, AKASH			SAREEN	AKASH	
19	BAJAJ, AKASH			BAJAJ	AKASH	
20	KANSAL, AKSHAT			KANSAL	AKSHAT	
21	BANSAL, AKSHAY			BANSAL	AKSHAY	
22	TAYAL, AKSHU			TAYAL	AKSHU	
23				MITTAL	ALOK	

=PROPER =LEN(A2)
=UPPER
=LOWER
=PROPER(E2&","&D2)

Information Functions

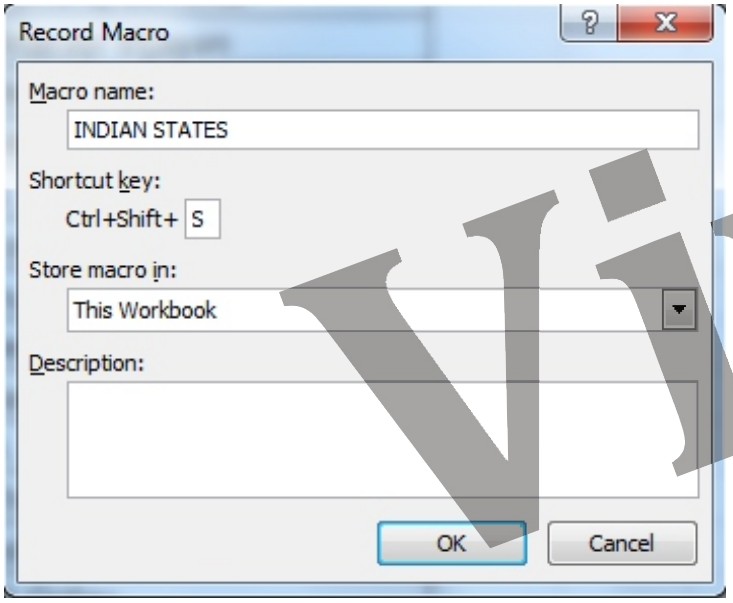
A3 2516

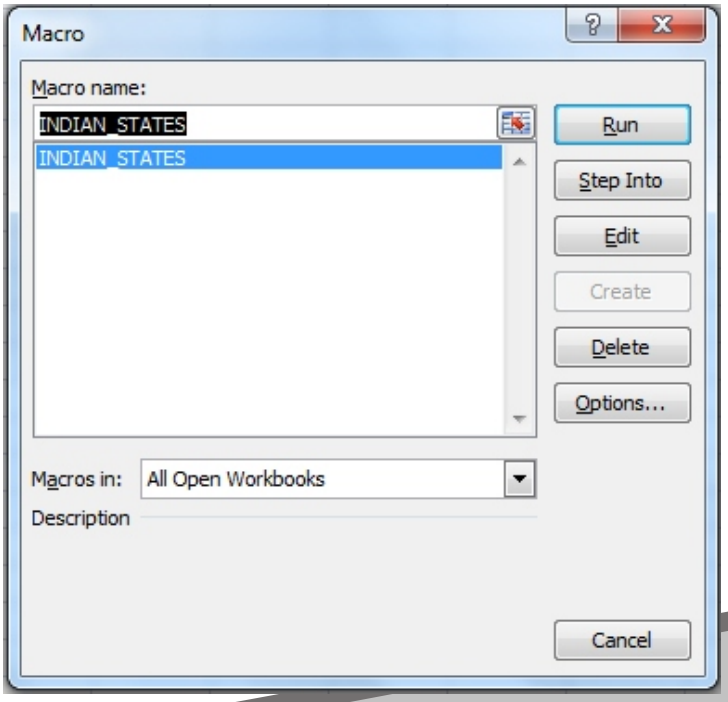
	A	B	C	D
1		ISTEXT	ISNUMBER	ISNONTEXT
2				
3	2516			
4	36l0			
5	24/04/1987			
6	2156			
7	21564			

Mod Function

	A	B
1	Formula	Result
2	=mod(3,2)	1
3	=mod(-3,2)	1
4	=mod(3,-2)	-1
5	=mod(-3,-2)	-1

Macros





- Andhra Pradesh
- Arunachal Pradesh
- Assam
- Bihar
- Chhattisgarh
- Delhi (NCT)
- Goa
- Gujarat
- Haryana
- Himachal Pradesh
- Jharkhand
- Karnataka
- Kerala
- Madhya Pradesh
- Maharashtra
- Manipur
- Meghalaya
- Mizoram
- Nagaland
- Odisha
- Puducherry (UT)
- Punjab
- Rajasthan
- Sikkim
- Tamil Nadu
- Telangana
- Tripura
- Uttar Pradesh
- Uttarakhand
- West Bengal

Count, Countif & sumif Functions

E9

	A	B	C	D	E	F
1	Salesman	Status	Job Rating	Salary		full time
2	John	Half Time	3	68,510		half time
3	Alex	Full Time	3	76,530		
4	Will	Full Time	4	37,020		
5	Priyank	Full Time	5	64,590		
6	Mark	Half Time	3	65,910		
7	Kat	Full Time	2	74,710		
8	Kelly	Full Time	5	17,205		
9	Andrew	Half Time	3	71,830		
10	David	Full Time	4	80,690		
11	Mathew	Half Time	3	19,935		
12	Jackson	Full Time	2	71,380		
13	Denny	Full Time	5	48,290		
14	Albert	Full Time	1	21,560		
15	Aldis	Half Time	5	48,280		
16	Bond	Full Time	1	48,250		
17	Bud	Half Time	1	43,320		
18	Burton	Full Time	3	11,230		
19	Cary	Half Time	3	19,932		
20	Carol	Full Time	1	11,230		

=Count(A2:A20) =Countif(B:B,G1) =Countif(B2:B20,"*time")

=Sumif(B:B,G1,D:D)

Rank Function

D2 =RANK(C2,C:C)

	A	B	C	D
1	Salesman	Area	Sales	Rank
2	John	Mumbai	19000	2
3	Alex	Mumbai	10000	
4	Will	Mumbai	15000	
5	Priyank	Mumbai	15500	
6	Mark	Mumbai	16500	
7	Kat	Mumbai	14000	
8	Kelly	Mumbai	14000	
9	Andrew	Mumbai	12000	
10	David	Mumbai	20000	
11	Mathew	Mumbai	8500	

=RANK(C2,C:C,0)

If & nested if Function

E2 =IF(D2>3,1000,IF(D2=3,500,IF(D2=2,100,0)))

	A	B	C	D	E
1	Salesman	Years	Status	Job Rating	Bonus
2	John	16	Half Time	3	
3	Alex	15	Full Time	3	
4	Will	2	Full Time	4	
5	Priyank	20	Full Time	5	
6	Mark	12	Half Time	3	
7	Kat	19	Full Time	2	
8	Kelly	16	Full Time	5	
9	Andrew	20	Half Time	3	
10	David	14	Full Time	4	
11	Mathew	7	Half Time	3	
12	Jackson	11	Full Time	2	
13	Denny	15	Full Time	5	
14	Albert	13	Full Time	1	

=IF(D1>3,1000,0) =IF(D1>3,1000,IF(D2=3,500,IF(D2=2,100,0)))

Replace & Substitute Function

	A	B	C	D	E
1		Replace 5th character			Replace 8th character
2	5979-QE-36			3384-HR-78	
3	5466-GH-56			6056-KN-23	
4	2546-DE-95			1236-DJ-59	
5	5432-RW-30			4589-NN-45	
6					
7		Substitute			
8	566-QE-36				
9	7410-WR-28				
10	25-ED-29				
11	5879-FG-91				
12					

=REPLACE(A2,5,1,"#")

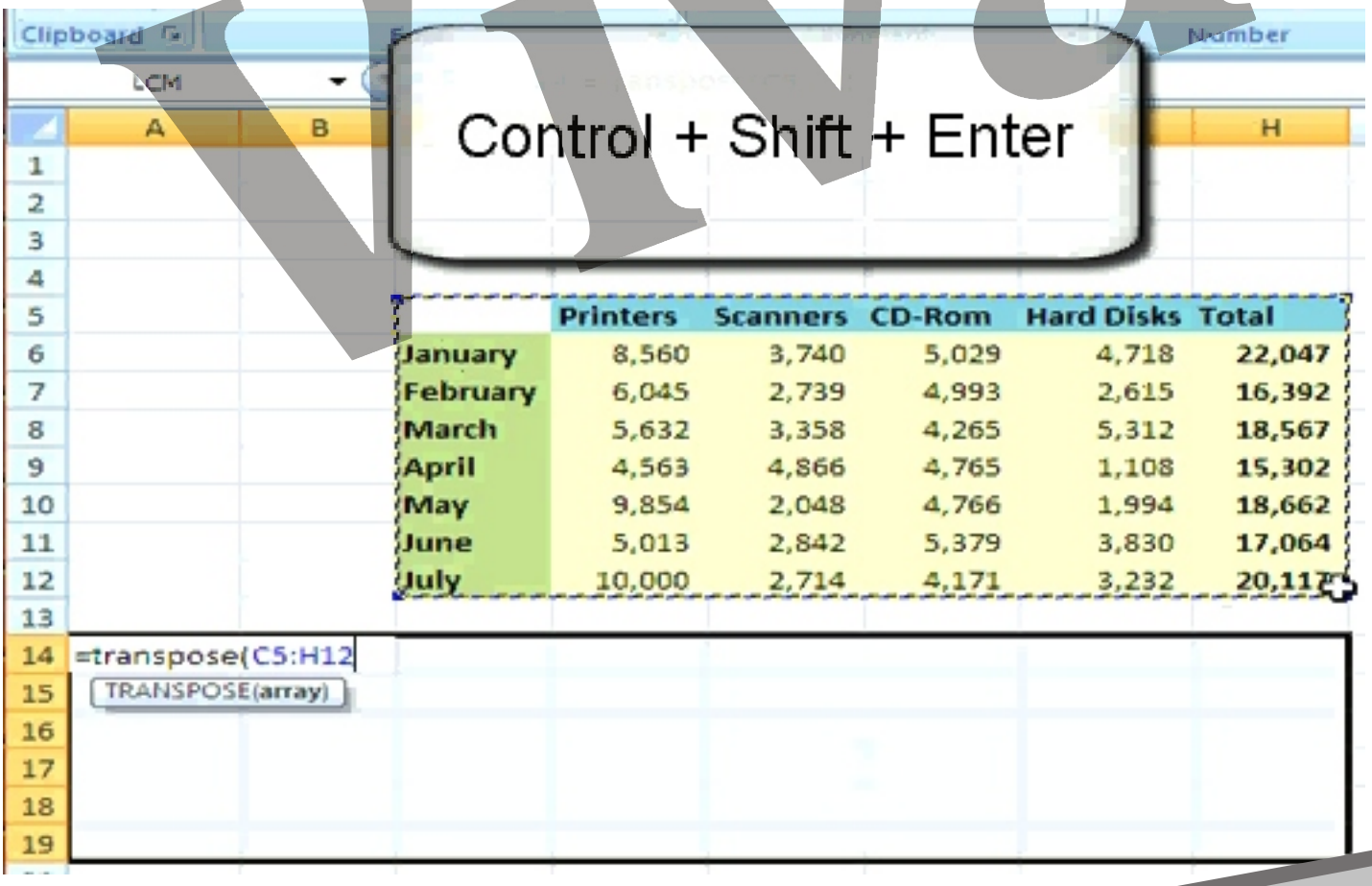
=SUBSTITUTE(A8,"-","#")

=SUBSTITUTE(A8,"-","#",1)

Transpose Function

	Printers	Scanners	CD-Rom	Hard Disks	Total
January	8,560	3,740	5,029	4,718	22,047
February	6,045	2,739	4,993	2,615	16,392
March	5,632	3,358	4,265	5,312	18,567
April	4,563	4,866	4,765	1,108	15,302
May	9,854	2,048	4,766	1,994	18,662
June	5,013	2,842	5,379	3,830	17,064
July	10,000	2,714	4,171	3,232	20,117

	January	February	March	April	May	June	July
Printers	8,560	6,045	5,632	4,563	9,854	5,013	10,000
Scanners	3,740	2,739	3,358	4,866	2,048	2,842	2,714
CD-Rom	5,029	4,993	4,265	4,765	4,766	5,379	4,171
Hard Disks	4,718	2,615	5,312	1,108	1,994	3,830	3,232
Total	22,047	16,392	18,567	15,302	18,662	17,064	20,117



Transpose Function

C15 fx {=TRANSPOSE(C5:H12)}

	A	B	C	D	E	F	G	H
1								
2								
3								
4								
5				Printers	Scanners	CD-Rom	Hard Disks	Total
6			January	8,560	3,740	5,029	4,718	22,047
7			February	6,500	2,739	4,993	2,615	16,847
8			March	5,632	3,358	4,265	5,312	18,567
9			April	4,563	4,866	4,765	1,108	15,302
10			May	9,854	2,048	4,766	1,994	18,662
11			June	5,013	2,842	5,379	3,830	17,064
12			July	10,000	2,714	4,171	3,232	20,117
13								
14	0	January	February	March	April	May	June	July
15	Printers	8560	6500	5,632	4,563	9,854	5,013	10,000
16	Scanners	3740	2739	3358	4866	2048	2842	2714
17	CD-Rom	5029	4993	4,265	4,765	4,766	5,379	4,171
18	Hard Disks	4718	2615	5,312	1,108	1,994	3,830	3,232
19	Total	22047	16847	18,567	15,302	18,662	17,064	20,117
20								

Weekday Function

B2 fx

	A	B	C	D	E	F
1	Date	Weekday			Sale Date	Shipping Date
2	21/06/2009				02/01/2010	
3	15/03/2010				03/02/2010	
4	11/05/2009				15/03/2010	
5	02/03/2010				02/06/2010	
6	20/01/2010				12/07/2010	
7	28/04/2010				17/07/2010	
8	01/01/2010				14/08/2010	
9	12/03/2010					
10	09/04/2010					
11	10/07/2009					

=DATE(2009,6,21)
=WEEKDAY(A2)
Right Click > Format cells > Number > Custom >dddd

Notes

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