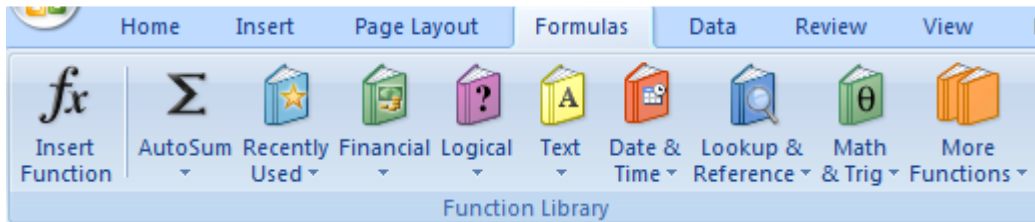


MICROSOFT EXCEL 2007 – BOOK 3

4.1 WORKING WITH DATES AND TIMES

Date & Time functions are found on the **Formulas** tab in the **Function Library** group or by clicking the **Insert Function** icon.

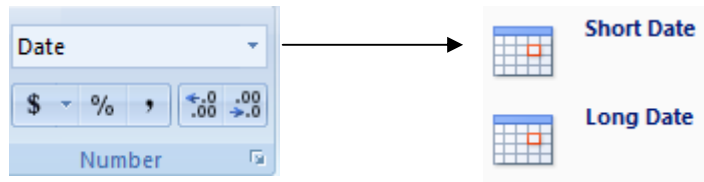


As in the previous version.

DATES

Different formats for dates:

- **Home** tab.
- **Number** group.
- Click on arrow in **Date** box.



Activity 1 P 133

Activity 2 P 134

Activity 3 P 135

Activity 4 P 135

CALCULATIONS WITH TIME

Activity 5 P 136

Activity 6 P 137

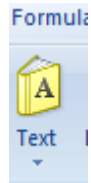
Activity 7 P 138

4.2 TEXT AND STATISTICAL FUNCTIONS

As previous version.

FUNCTIONS WITH TEXT DATA

- **Formulas** tab.
- **Function Library** group.
- Click **Text**.



Activity 1 P 140

Activity 2 P 141

Activity 3 P 141

Activity 4 P 142

Activity 5 P 142

STATISTICAL FUNCTIONS

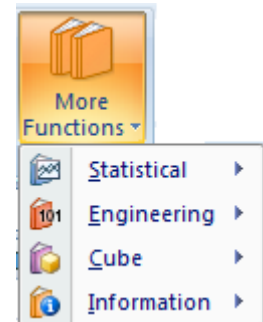
On the **Formulas** tab, click **More Functions** icon in the **Function Library** group.

Activity 6 P 144

Activity 7 P 145

Activity 8 P 145

Activity 9 P 142



4.3 WORKSHEETS AND CHOICES

As previous version.

SIMPLE USE OF MULTIPLE WORKSHEETS

Activity 1 P 148

Activity 2 P 149

Activity 3 P 148

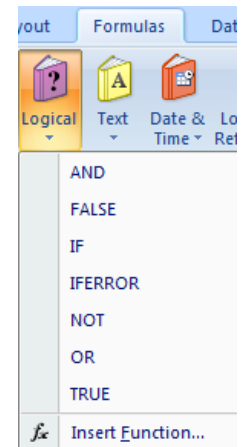
NESTED IF FUNCTIONS

Find the If-function on the **Formulas** tab, in the **Function Library** group and click the **Logical** icon.

Activity 4 P 151

Activity 5 P 151

Activity 6 P 151

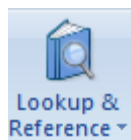


THE AND AND OR FUNCTIONS

Activity 7 P 152

THE VLOOKUP FUNCTION

- **Formulas** tab.
- **Function Library** group.
- Click **Lookup & Reference**.



Activity 8 P 154

Activity 9 P 155

Activity 10 P 156

Activity 11 P 157

Activity 12 P 157

Activity 13 P 158

Activity 14 P 158