1. Count IF/IFS

S.No	Roll No	Total	Average		Mark Obtained	
1	006200	62	62%		60% & above	
2	006228	55	55%		Between 50% to 59%	
3	006231	42	42%		Between 40% to 49%	
4	006245	43	43%		Between 30% to 39%	
5	006262	34	34%		Between 20% to 29%	
6	006280	67	67%		Below 20%	
7	006301	23	23%			
8	006329	15	15%			
9	006332	27	27%		Count	
10	006350	17	17%			

2. SUM IF

Emp Name	Customer	Product	Revenue	Sum according to Product
RAJ	OPQ, Pvt. Ltd	Table	25000	
MONA	VWX & Sons	Sofa	125000	
TEENA	VWX PVT Ltd	Chair	4663	
JAI	WXY, Pvt. Ltd	Sofa	5566	
RAJ	XYZ & Sons	Bed	55632	
MONA	XYZ Company	Table	8596652	
TEENA	STU Company	Bed	5522	
TEENA	OPQ, Pvt. Ltd	Bed	55522	
JAI	VWX & Sons	Chair	855525	
MONA	VWX PVT Ltd	Sofa	8555	
TEENA	WXY, Pvt. Ltd	Sofa	65455452	

3. V LOOKUP

Name of Stock	Type	Open Price	High	Low	Current
MRF	EQ	1300	1542	1000	1400
SBIN	N1	1244	140000	23	1222
GSKC	N2	1256	23444	2445	2222

The VLOOKUP function extracts the data from a particular cell in a table. VLOOKUP Function looks for a value in left most column of a table and then returns a value in the same row from a column specified by us. In short, this function starts by searching down the

first column of the table to find a value that we specify. When it finds that value, it moves across a specified number of columns in the given range and returns the value in the target cell

4. H LOOKUP

Code	533	345	234	2333
Name of stocks	ABB	JINDAL	ITC	RELIANCE
OPEN	200	500	40	23
HIGH	300	600	50	34
LOW	400	5000	49	34
CLOSE	500	4000	56	45

Similar to VLOOKUP function, HLOOKUP Function looks for a value in Top row of a table or array of values and then returns a value in the same column from a row specified by us. In short, this function starts by searching across the first row of the table to find a value that we specify

5. IF and RANK

	Name	Roll No	Module1	Module2	Project	Online	Total	Average	Pass/Fail	Grade	Rank
2	Sakshi	1	70	75	70	75					
3	Akanksha	2	50	50	60	65					
4	Deepti	3	63	65	73	80					
5	Akash	4	55	60	45	60					
6	Munish	5	40	50	50	60					
7	Megha	6	65	55	55	55					
8	Ramesh	7	45	50	65	60					
9	Sanjeev	8	75	65	90	70					
10	Rajeev	9	49	55	45	65					
11	Ansh	10	50	50	55	50					

1. Pass 60%, at all levels
2. Grade 70% and above _a, 60% and above_b, 50% and above _c, otherwise _d

6. DEPENDENT VALIDATION CREATION

CASE STUDY: Your principal CMA Chandiwala wants you to create two dropdown lists. The second list should be dependent on what is selected in the first one. He wants the first dropdown list with CA Partner-in-charge i.e. CMA Chandiwala & CMA Sonawala and independent List in 2nd cell, we want the dropdown list of Audit Managers from the respective lists.
Strategy:
We can use the INDIRECT function as the source of the second list.

	A	B	C
1	Partner-in charge	Chandiwala	Sonawala
2	Chandiwala	Ram Mohan	Ramesh Chand
3	Sonawala	Shyam Mohan	Mool Chand
4		Chander Mohan	Prakash Chand

7. CONSOLIDATE MULTIPLE SHEETS IN PIVOTTABLE

CASE STUDY: Your Principal CMA Chandiwala gives you a workbook containing four sheets for each quarter sales, he wants you to consolidate in a single sheet and create a Pivot based on the same.

	A	B	C	D
1	DATE	AMOUNT		
2	24-04-2019	45,460.00		
3	29-05-2019	81,068.00		
4	05-06-2019	7,493.00		
5	06-06-2019	43,877.00		
6	09-06-2019	24,659.00		
7	29-06-2019	22,906.00		
8	30-06-2019	8,954.00		

Q1 | Q2 | Q3 | Q4

8. DATA CONSOLIDATION

	A	B
1	**Head**	**Expenditure**
2	Salaries & Wages	6,20,600
3	Bank Charges	6,090
4	Depreciation	54,406
5	Professional Fee	15,600
6	Insurance Expenses	5,440
7	Travelling Expenses	17,898
8	License & Fees	40,500
9	Dues & Subscriptions	13,620
10	Staff Welfare	411
11	Advertising Expense	281

Q1 Q2 Q3 Q4 Y1

9. SUBTOTALS

CASE STUDY: Your principal CMA Chandiwala gives you an excel sheet containing datewise payment made to contractors as shown in Figure 4.4.8 . He wants you to check for cases where total freight paid to any Contractor is more than Rs.1,00,000 so that it could check for TDS compliance under Income Tax.

	A	B	C
1	Date_Pay	Contractor	Amount
2	09-04-2019	Amar	29,300
3	12-04-2019	Anthony	28,800
4	03-05-2019	Amar	28,700
5	22-07-2019	Amar	29,200
6	11-11-2019	Amitabh	21,400
7	05-12-2019	Amitabh	28,200
8	06-12-2019	Amitabh	28,300
9	07-12-2019	Akbar	23,800
10	07-12-2019	Anthony	25,400
11	17-12-2019	Amitabh	21,500
12	01-01-2020	Akbar	22,900
13	02-01-2020	Akbar	27,800
14	15-01-2020	Anthony	23,200
15	30-01-2020	Akbar	8,000
16	03-02-2020	Anthony	27,500
17	21-03-2020	Akbar	15,500
18	21-03-2020	Anthony	22,900
19	24-03-2020	Amar	4,500
20	30-03-2020	Amitabh	15,000

10. GOAL SEEK

CASE STUDY: As a Mortgage Analyst in a Bank you propose to give a Housing Loan to a prospective client on the following terms
- • Loan amount Rs. 40,00,000.

- • ROI Annual 12%

- • Term 240 Months

You calculate the EMI but your client says he cannot spare more than 42000 every month. You want to reset the term to achieve a targeted EMI of 42000 pm.

11. CASE STUDY: Your principal CMA Chandiwala during a recent review, discovered that a Client has a Huge Risk which could have an impact of Rs. 1,00,00,000 and that the likelihood is currently 6%. Proposed control procedures to mitigate this risk would cost 2,00,000 and reduce the likelihood to 3%; he wants you to find the likelihood of occurrence without the control and the reduction in the expected loss if the net gain/loss is 0.

	A	B	C	D	E	F	G	H
1	Likelihood of occurrence assuming no control	Exposure	Expected Loss with no Control	Likelihood of occurrence with control	Expected Loss with Control Procedure	Reduction in Expected Loss	Cost of Control	Net Gain/Loss
2	6%	1,00,00,000	6,00,000	3%	3,00,000	3,00,000	2,00,000	1,00,000

12. SCENARIO MANAGER

CASE STUDY: Your principal CA Chandiwala has created a sheet containing quarterly operating results of 4 quarters. And in the last column, he has Annual results. You have a case where the quarter to quarter growth of sales, COGS, and expenditure has been taken at 2%, 3% & 5% as shown in Figure but now he wants you to create scenarios where the growth rates may be different. So you now want to also create a Best case scenario and the worst-case scenario with assumptive growth rates 3%, 3% & 5% and 1%, 2% & 2% respectively.

	A	B	C	D	E	F	G
1		Qtr 1	Qtr 2	Qtr 3	Qtr 4	Annual	Q to Q Growth
2	Sales	20,00,000	20,40,000	20,80,800	21,22,416	82,43,216	2%
3	COGS	10,00,000	10,30,000	10,60,900	10,92,727	41,83,627	3%
4	GP	10,00,000	10,10,000	10,19,900	10,29,689	40,59,589	
5	Expenses	5,00,000	5,25,000	5,51,250	5,78,813	21,55,063	5%
6	Profit	5,00,000	4,85,000	4,68,650	4,50,876	19,04,526	

13.