Simple Aggregation Function Examples:

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUM</td>
<td>Adds all the numbers in a range of cells.</td>
</tr>
<tr>
<td>COUNT</td>
<td>Counts the number of cells in a range with numbers.</td>
</tr>
<tr>
<td>AVERAGE</td>
<td>Returns the average (arithmetic mean).</td>
</tr>
<tr>
<td>MIN</td>
<td>Returns the smallest number in a set of values.</td>
</tr>
<tr>
<td>MAX</td>
<td>Returns the largest number in a set of values.</td>
</tr>
</tbody>
</table>

Formula:

- **SUM**: =SUM(number1, number2, number3)
- **Example**: =SUM(D20,D21,D22)

**Excel – Part 2 Cheat Sheet**

2016 version of Excel onwards: Forgot what the function is you need to use? There is a button in Excel which automatically provides the functions!

V Look Up =

Looks for a value in the leftmost column of a table and returns a value in the same row from a column you specify.

- **Formula**: =VLOOKUP(lookup_value, table_array, col_index_num, [range_lookup])
  - **Lookup_value** = the value we want to find in the data.
  - **Table_array** = the data where we want to search for the value.
  - **Col_Index_Num** = the column where you want the result returned.
  - **Range_Lookup** = TRUE = approximate match or FALSE = exact match.

Example:

=VLOOKUP(G4,FDMApplicants[#All],2,FALSE)

An analysis feature that enables you to summarise data.

To Create a Pivot Table:

1. Insert > Pivot Table > Existing Worksheet OR New Worksheet.
2. Columns must be named at the top!
3. Blank Rows and Columns must be cleared!
4. The Lookup Values MUST be sorted in ascending order.

Pivot Table Fields:

- **Value** = Initial Total: Calculates something by showing the total amount, so make sure you drag the 'Total' of the table to this section to view the Sum of this. The Value Field Settings allow you to display the Sum, Count, Average, Min, Max etc. of the total as well.

Key:

- **Division** = /  
- **Multiplication** = *  
- **Subtraction** = -  
- **Addition** = +