Quiz 8/Lab 8 Information:

Optional Homework 8 (a SAM Training) and Practice for Lab Test 8 (a SAM Project) will be posted in your SAM account (http://sam.cengage.com). Quiz 8 Part A was given in class on 3/6/14. Quiz 8 Part B is available in SAM until 11:59 p.m. on Monday, 3/10/14.

For Quiz 8 and Lab Test 8

Review the following:

- **All** pages EX 463-519 in your textbook.
- **Visual Overview on pgs EX 464-465** (Logical Functions)
  IF function, logical condition, AND, OR, structured reference, etc.
  Structured reference, AND function, OR function, IF function, calculated column, etc.
- Tip on pg EX 467 (calculated columns work only in Excel tables)
- IF function syntax on pg EX 468
  =IF(logical test, value if true, value if false)
  **Do not use spaces in the Excel formula**
  =IF(D6>80,F2*.08,0)
  This formula will determine if the value in D6 is greater than 80, if so, then the formula result is the value in F2 multiplied by .08. If the value in D6 is NOT greater than 80, then the formula result is zero (0).
- IF function arguments dialog box on pg EX 470
- Using the AND function on pg EX 470
  AND Function syntax is: =AND(LogicalTest1,LogicalTest2, ...)
  =AND(A1>5,B1="Y") will return the value TRUE (if both logical tests are true) or FALSE
- AND function examples on pg EX 472
- Using the OR function on pg EX 475
  OR Function syntax is: =OR(LogicalTest1,LogicalTest2, ...)
  =OR(A1>5,B1="Y") will return the value TRUE (if one logical test is true) or FALSE
- Using Structured References on pg EX 477
  TableName[FieldName]
  i.e. to reference the field named Price from the table named Data12, use **Data12[Price]**
  See other examples on pages EX 477-478
- Review Session 8.1 Quick Check on pg EX 481
- **Visual Overview on pgs EX 482-483 (Nested IF and Lookup Tables)**
  nested IF, IFERROR, HLOOKUP, VLOOKUP, lookup value, etc.
- Figure 8-16 on pg EX 484
- Figure 8-19, Function arguments with nested IF on pg EX 488
- Using Lookup Functions on pg 489
- Using VLOOKUP to find an exact match on pg EX 491
- VLOOKUP syntax on pgs 491
  =VLOOKup(lookup_value, table_array, column_index_number, range_lookup)
  Tip1: It is often helpful to use a table name for the 2nd argument (table array).
  Tip2: Know when to use True or False for the 4th argument (range lookup).
- Using VLOOKUP to find an approximate match on pg EX 493
- Insight Box on pg EX 495 (Setting up an approximate match lookup table)
- Using IFERROR on pg EX 500
  =IFERROR(expression, value if error)LOOKUP nested in IFERROR:
  =IFERROR(VLOOKUP(B5,Grades,2,False),”No Grade”)
  =IFERROR(B5*.08,”Invalid”)
- **Review Session 8.2 Quick Check on pg EX 503**
- **Visual Overview on pgs EX 504-505 (Conditional Formatting and Functions)**
  - Duplicate values, Conditional Formatting rule, COUNTIF, SUMIF, AVERAGEIF, ...
  - Applying Conditional Formatting on pg EX 506
  - Reference Window on pg EX 506 (Highlighting Duplicate Values)
  - Conditional Formatting Rules Manager on pg EX 508
  - Reference Window on pg EX 508 (Editing a Conditional Formatting Rule)
  - Insight Box on pg EX 511 (Conditionally format cells with a formula)
- **COUNTIF syntax on pgs 512**
  - =COUNTIF(D5:D16,"Yes")
  - This formula will go to the range D5:D16 and count every occurrence of the text “Yes”
- **SUMIF syntax on pgs 514**
  - =SUMIF(D5:D16,">65",G5:G16)
- **AVERAGEIF syntax on pgs 515**
  - =AVERAGEIF(D5:D16,">65",G5:G16)
- **Review Session 8.3 Quick Check on pg EX 519**

**Additional Concepts/Hints to Review:**

- **Use the Name Manager to name a cell (Pg EX 394-396)**
  - For example, On the *Emergency* worksheet, name the range C6:C14 `review_date`, and limit the scope of the name to the *Emergency* worksheet.
  - Open the Name Manager, click New, etc.

- **Use the Name Manager to delete a range name (Pg EX 398)**
- **Use a range name in a formula (Pg EX 400)**
  - For example, `=review_date+365`
- **Use the PMT function (Pg EX 192-196)**
  - For example, `=PMT(B5/12,B6,-B4)`
- **Use cell references in formulas**
  - For example, use `=B9*B6` instead of `=937846*60`
- **Create a formula using SUM and a 3D cell reference on pg EX 342**
  - For example, create a formula using the **SUM** function and a 3-D reference to total cell F15 on the *Emergency* worksheet and cell F15 on the *Clinic* worksheet.
  - `=SUM(Emergency:Clinic!F15)`