=SEQUENCE(7)

=RAND()

=XLOOKUP(A3, D:D, E:E)

=TODAY()

Excel functions

with explanation and examples

By:

Eng.Ashraf Khodeir

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Introduction

In an era of rapid technological advancement and ever-evolving work tools, mastering computer skills has become an essential necessity—a key requirement for securing a good job or earning a well-deserved promotion. Computer proficiency is no longer optional; it is now an integral part of the core skill set for every employee or entrepreneur across various fields.

Among the programs that have firmly established themselves in the job market, Microsoft Excel reigns supreme. It has become one of the most vital tools for analysis, organization, management, and decision-making in both small and large institutions alike.

Excel is no longer limited to accountants and financial specialists. Its use has expanded to a wide range of professionals: doctors use it to organize patient data, engineers plan projects with it, analysts track market trends, teachers prepare lesson plans, and small business owners manage their operations through simple yet effective spreadsheets.

This growing need has driven the creation of this book—a comprehensive yet simplified reference for Excel functions, designed to help readers understand the program's basic and advanced features and apply them efficiently and seamlessly. Care has been taken to ensure this book serves both beginners taking their first steps and professionals seeking a precise, well-structured guide.

This book includes:

✔ Thematic categorization of functions for easy access based on usage.

✔ Simplified explanations of each function, covering its purpose, syntax, and practical examples.

✔ An alphabetical index for quick reference to any function.

✔ A special appendix on VBA and LAMBDA functions for advanced users.

I pray that this work serves as a valuable resource for every knowledge seeker and benefits all users striving to enhance their performance and skills.

Dear reader, I wish you an enjoyable and fruitful learning journey with this book.

<div align="right">Eng. Ashraf Khudair</div>

📘 **Thematic Index of Excel Functions**

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📅 Chapter 1: Date & Time Functions

Date and time functions in Excel are used to handle dates, times, and perform calculations with them. They are among the most frequently used functions for timelines, statistics, accounting, and scheduling.

1. Function: TODAY

Purpose: Returns the current date.

Syntax:

=TODAY()

Example:

If today is June 25, 2025, the function returns: `25/06/2025`.

2. Function: NOW

Purpose: Returns the current date and time.

Syntax:

=NOW()

Example:

`25/06/2025 14:35`.

3. Function: DATE

Purpose: Creates a date from year, month, and day components.

Syntax:

=DATE(year, month, day)

Example:

`=DATE(2025, 6, 25)` → Returns `25/06/2025`.