**Video Project 35: Excel 2013 Basics 17: Search for Excel Functions: PMT & MEDIAN Functions**

**Goal in video:** Learn how to search form Excel functions.

Topics Covered in Video:

1. Search for function using **Insert Function Dialog Box**:
   1. Fx button on Formula Bar
   2. Keyboard: Shift + F3
2. Excel functions:
   1. PMT
   2. MEDIAN
3. Function argument dialog box
   1. Clicking in each argument textbox will show a description of what should go into the argument.
4. Text Formula to create a label.
5. New Keyboard Shortcut:
   1. Open Function Arguments dialog box: Shift + F3

**Video Project 36: Excel 2013 Basics 18: Built-in Functions and Defined Names**

**Goal in video:** Learn how to search form Excel functions and use Defined Names.

Topics Covered in Video:

1. If you are going to use the same range over and over, and you don't want to use the Excel Table feature, you can use the Defined Name feature.
2. Four benefits of names:
   1. Easy and fast to put in formulas
   2. Avoid selection errors (like highlighting too few cells
   3. The name of the field will be in the formula, instead of a range of cells, and that will help to understand what the formula is doing and where in the data set it is pointing.
   4. By Default Defined Names are Absolute.
3. Defined Name feature:
   1. Highlight cell or range, click in Name Box, Type name without spaces, and hit Enter.
   2. Rules for Defined Names:
      1. Must begin with text, not number
      2. No spaces
      3. No cell references
      4. Max of 255 characters in name
      5. Cannot use the characters: \*/+-()^<>+&%~`|][}{@”;:,’$#!
4. The Defined Names group in the Formulas Ribbon Tab contains:
   1. Name Manager: edit, delete Defined Names
      1. Name Manager keyboard = Ctrl + F3
   2. Use in formula
      1. Paste Name = F3
   3. Create Names From Selection
      1. Create Names From Selection = Ctrl + Shift + F3
5. New Keyboard Shortcut:
   1. Name Manager keyboard = Ctrl + F3
   2. Paste Name = F3
   3. Create Names From Selection = Ctrl + Shift + F3

**Video Project 37: Excel 2013 Basics 19: Calculations With Criteria: SUMIFS and COUNTIFS**

**Goal in video:** Learn how to add and count with criteria with the built-in functions SUMIFS and COUNTIFS.

Topics Covered in Video:

1. COUNTIFS
   1. **Count** with 1 or more conditions/criteria
   2. **criteria\_range** argument will contain the range (cells, Defined Names, or Table References) with all the criteria.
   3. **criteria** argument contains the condition or criteria that tells the function what to count.
      1. Conditions and criteria can be:
         1. Text (like “West”)
         2. Numbers: numbers, Dates, Times
         3. Logical values (TRUE or FALSE)
         4. Numbers with comparative operators
2. SUMIFS
   1. **Add** with 1 or more conditions/criteria
   2. **sum\_range** argument will contain the range (cells, Defined Names, or Table References) with the numbers.
   3. **criteria\_range** argument will contain the range (cells, Defined Names, or Table References) with all the criteria.
   4. **criteria** argument contains the condition or criteria that tells the function what to add.
      1. Conditions and criteria can be:
         1. Text (like “West”)
         2. Numbers: numbers, Dates, Times
         3. Logical values (TRUE or FALSE)
         4. Numbers with comparative operators
3. Comparative Operators:  
     
   
4. New Keyboard Shortcut:
   1. None