Enhancing Business Communication

Business Information Management II

Types of Functions

Financial **

Logical **

Text

Date & Time

Lookup & Reference

Math & Trig

Other:

- Statistical
- Engineering
- Cube
- Information

** Denotes functions to be demonstrated in this lesson.

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Financial Functions

- PV- what future payments are worth now
- FV- what an investment is worth in the future
- RATE- can be used to calculate a loan payment or to calculate an investment goal in the future if a certain rate is earned
- NPER- refers to the number of periods an investment is to be held or a payment is to be made
- PMT- calculates an amount per period based on an interest rate

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Logical Functions

- IF- calculates a value based upon certain conditions being met
- Three parts of an “IF” statement
  - The test—or condition—such as, if you have worked for a company for >10 years
  - The value if true, such as if you meet the condition above, and then you receive a bonus of 5% of your annual salary
  - The value if false, and if you do not meet the condition, then your bonus is zero (as an example—another example may say your bonus could be 1% of your salary)
- Three parts always separated by a comma

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Steps to Creating a Web Query

1. Select a website to use.
2. In the spreadsheet program, click Data > Get External Data > From Web
3. Paste the URL of the website you want to use. Then click Go.
4. Click the yellow arrow next to the data you want to use. Click Import.
5. The data appears on the blank spreadsheet so you can format it or create charts as you deem necessary.

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