

**Submission Date:** *On or before 24th October (Hard Copy)*

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### Instructions:

- Each student is required to write the **purpose**, **syntax**, and **one example** for each of the following Excel functions.
  - The assignment must be written **neatly on paper** and submitted in **hard copy** before the due date.
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### Functions to Cover:

- 4.1.1 SUM
  - 4.1.2 SUMIF
  - 4.1.3 MAX
  - 4.1.4 MIN
  - 4.1.5 COUNT
  - 4.1.6 COUNTA
  - 4.1.7 COUNTIF
  - 4.1.8 POWER
  - 4.1.9 PRODUCT
  - 4.1.10 AVERAGE
  - 4.1.11 IF
  - 4.1.12 NOW
  - 4.1.13 TODAY
  - 4.1.14 Change the Case of Text: LOWER, UPPER, PROPER
  - 4.1.15 LEN
  - 4.1.16 CONCAT
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### Example Format:

**Function:** SUM **Purpose:** Adds all the numbers in a range of cells. **Syntax:** =SUM(number1, [number2], ...)  
**Example:** =SUM(A1:A5) → Adds values from cell A1 to A5.

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 **Note:** Assignments submitted after **24th October** will not be accepted.