

# How can I use functions in Excel to perform information systems tasks efficiently?

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Functions in Excel are powerful tools that allow users to perform various information systems tasks efficiently. These functions are pre-programmed formulas that can be easily applied to data sets, eliminating the need for manual calculations. This not only saves time but also reduces the chances of errors. By using functions in Excel, users can quickly and accurately perform tasks such as data analysis, sorting, filtering, and creating reports. Additionally, functions can be customized and combined to perform complex tasks, making them a valuable asset for information systems professionals. Overall, utilizing functions in Excel can greatly improve the efficiency and effectiveness of performing information systems tasks.

## Description

Each of these functions, referred to collectively as the **IS** functions, checks the specified value and returns TRUE or FALSE depending on the outcome. For example, the **ISBLANK** function returns the logical value TRUE if the value argument is a reference to an empty cell; otherwise it returns FALSE.

You can use an **IS** function to get information about a value before performing a calculation or other action with it. For example, you can use the **ISERROR** function in conjunction with the **IF** function to perform a different action if an error occurs:

**=IF(ISERROR(A1), "An error occurred.", A1 \* 2)**

This formula checks to see if an error condition exists in A1. If so, the **IF** function returns the message "An error occurred." If no error exists, the **IF** function performs the calculation  $A1 * 2$ .

## Syntax

ISBLANK(value)

ISERR(value)

ISERROR(value)

ISLOGICAL(value)

ISNA(value)

ISNONTEXT(value)

ISNUMBER(value)

ISREF(value)

## ISTEXT(value)

The **IS** function syntax has the following argument:

**value** Required. The value that you want tested. The value argument can be a blank (empty cell), error, logical value, text, number, or reference value, or a name referring to any of these.

Function	Returns TRUE if
ISBLANK	Value refers to an empty cell.
ISERR	Value refers to any error value except #N/A.
ISERROR	Value refers to any error value (#N/A, #VALUE!, #REF!, #DIV/0!, #NUM!, #NAME?, or #NULL!).
ISLOGICAL	Value refers to a logical value.
ISNA	Value refers to the #N/A (value not available) error value.
ISNONTEXT	Value refers to any item that is not text. (Note that this function returns TRUE if the value refers to a blank cell.)
ISNUMBER	Value refers to a number.
ISREF	Value refers to a reference.
ISTEXT	Value refers to text.

## Remarks

The value arguments of the **IS** functions are not converted. Any numeric values that are enclosed in double quotation marks are treated as text. For example, in most other functions where a number is required, the text value "19" is converted to the number 19. However, in the formula **ISNUMBER("19")**, "19" is not converted from a text value to a number value, and the **ISNUMBER** function returns FALSE.

The **IS** functions are useful in formulas for testing the outcome of a calculation. When combined with the **IF** function, these functions provide a method for locating errors in formulas (see the following examples).

## Examples

### Example 1

Copy the example data in the following table, and paste it in cell A1 of a new Excel worksheet. For formulas to show results, select them, press F2, and then press Enter. If you need to, you can

adjust the column widths to see all the data.

Formula	Description	Result
=ISLOGICAL(TRUE)	Checks whether TRUE is a logical value	TRUE
=ISLOGICAL("TRUE")	Checks whether "TRUE" is a logical value	FALSE
=ISNUMBER(4)	Checks whether 4 is a number	TRUE
=ISREF(G8)	Checks whether G8 is a valid reference	TRUE
=ISREF(XYZ1)	Checks whether XYZ1 is a valid reference	FALSE

### Example 2

Copy the example data in the following table, and paste it in cell A1 of a new Excel worksheet. For formulas to show results, select them, press F2, and then press Enter. If you need to, you can adjust the column widths to see all the data.

<b>Data</b>		
Gold		
Region1		
#REF!		
330.92		
#N/A		
<b>Formula</b>	<b>Description</b>	<b>Result</b>
=ISBLANK(A2)	Checks whether cell A2 is blank.	FALSE
=ISERROR(A4)	Checks whether the value in cell A4, #REF!, is an error.	TRUE
=ISNA(A4)	Checks whether the value in cell A4, #REF!, is the #N/A error.	FALSE
=ISNA(A6)	Checks whether the value in cell A6, #N/A, is the #N/A error.	TRUE
=ISERR(A6)	Checks whether the value in cell A6, #N/A, is an error.	FALSE
=ISNUMBER(A5)	Checks whether the value in cell A5, 330.92, is a number.	TRUE
=ISTEXT(A3)	Checks whether the value in cell A3, Region1, is text.	TRUE