



Securexam (CA)

TIPS GUIDE

For candidates planning to write the 2011 UFE or regional evaluations

SECUREXAM (CA) IS LOCKDOWN SOFTWARE. ONCE YOU LAUNCH IT, YOU WILL NOT BE ABLE TO ACCESS ANY SAVED FILES OR ONLINE RESOURCES WITHOUT EXITING THE PROGRAM.

IT IS STRONGLY RECOMMENDED THAT YOU PRINT THIS TIPS GUIDE BEFORE INSTALLING AND TESTING THE *SECUREXAM (CA)* SOFTWARE.

THIS GUIDE SHOULD BE READ IN CONJUNCTION WITH THE *SECUREXAM (CA)* USER GUIDE

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Installing and Uninstalling *Securexam (CA)*

I had to re-install *Securexam (CA)* and now I get the message “License not found”

If you re-install *Securexam (CA)* you will need to select “Get Exams and Licenses” while connected to the Internet to update your license.

While I am installing *Securexam (CA)*, I see a new window starting an Install shield wizard for the Virtual Professional Library Folio Views. Should I click “Next”?

Yes, this will install Folio Views.

While I am installing *Securexam (CA)*, I see a new window starting an Install shield wizard for the UFE-EFU. Should I click “Next”?

Yes, this will install the 2011 UFE-EFU infobases.

While the Virtual Professional Library Folio Views is installing, a pop-up appeared saying “A previous version of Folio Views was detected. It is recommended that you manually uninstall this version via Add/Remove Programs. Do you wish to terminate this setup and uninstall Folio Views? Click NO to continue with this setup”. What should I do?

You should click “Yes” and terminate the setup. You should uninstall Folio Views Virtual Library. If you are using Windows XP - Click on Start, then select Control Panel. Under Control Panel double click on “Add or Remove Programs”. Once the list is populated scroll down to Virtual Professional Library- Folio Views and click on the program then select “remove” and follow the instructions. If you are using Vista - Click on the “windows” icon on the bottom left of your screen. Then select control panel from the right hand column. Click on “programs” and then under “Programs and Features” select “Uninstall a program” scroll down to Virtual Professional Library – Folio Views, highlight the program and then select the “uninstall” tab on the top toolbar and follow the instructions.

While I am uninstalling *Securexam (CA)*, I see a message that asks me if I want to remove “Web Update Wizard”. Should I click « yes »?

Yes, you should click yes. The “Web update Wizard” is part of *Securexam (CA)* and should be uninstalled.

Using *Securexam (CA)* General Questions

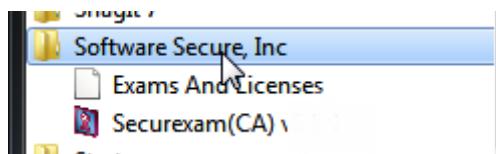
When I select “Get exams and Licenses” I get the message “No Exams or Licenses found”

After ensuring you entered your username and password correctly, check that you have properly registered in the appropriate program on the cica.softwaresecure.com website.

There is also a standalone utility program that can be used to retrieve your exams and licenses without running *Securexam (CA)*. This program should be used by users experiencing issues traversing through their company’s proxy, though it can be used for general use.

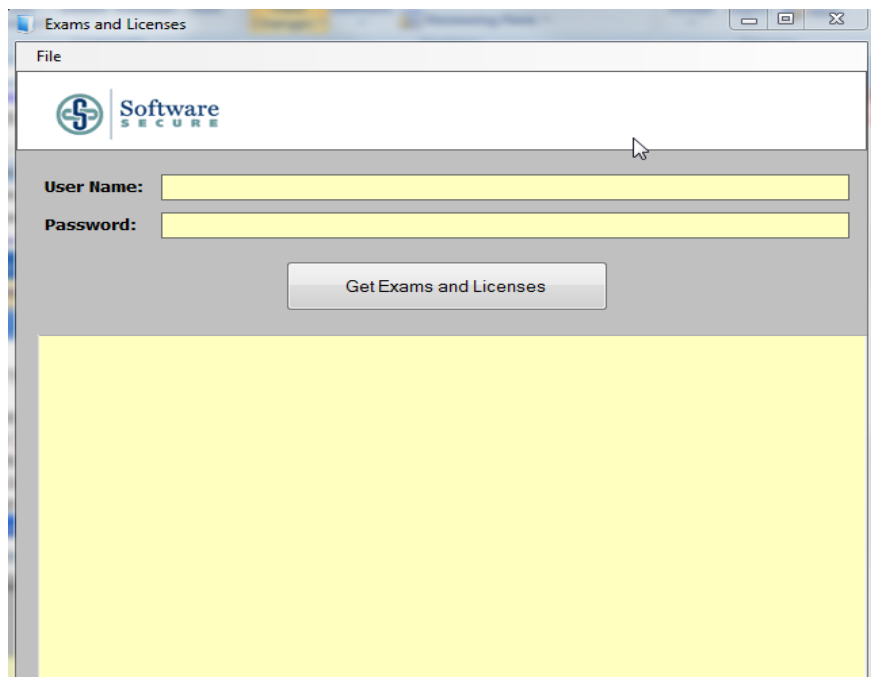
To access the program:

1. Click on “Start”
2. Click on “All Programs”
3. Click on ‘Software Secure, Inc”
4. Click on “Exams and Licences” to launch the program



Make sure you are connected to the Internet.

After the program launches, enter your Username and password that you use to access the *Securexam (CA)* website (<http://cica.softwaresecure.com>). Click on the “Get Exams and Licenses” button. After downloading, you may exit the program. When you launch *Securexam (CA)*, your licenses and exams have already been retrieved and you are ready to take an exam.



How often should I save my exam file?

There is no need to save your file. The file is saved every minute to two locations on your hard drive and, if you completed the USB Key test at the beginning of the exam, your file is saved every five minutes to the USB Key. On exit, your file is saved to your desktop (in practice mode to a folder on your desktop) and to the USB Key automatically.

I navigated to question 2 and the answer tab screen is blue.

This happens on some computers. Click on the spreadsheet tab and then return to the answer tab. The screen should be restored. No information will be lost.

I wrote a practice exam and only question 1 was decrypted in the *Securexam (CA)* folder.

If you do not navigate to all the questions in *Securexam (CA)*, the software will not create the files for the unused questions. At the start of each exam, navigate to all questions if you want them to be created.

What shortcut keys work?

The following shortcut keys work within the program:

- Control-B = Toggle Bold
- Control-U = Toggle Underline
- Control-I = Toggle Italics
- Control-C = Copy
- Control-V = Paste
- Control-A = Select All
- Control-X = Cut
- Control-Z = Undo
- Control-M = Insert carriage return
- Control-S = Save
- Control-E = Centre*
- Control-L = Align Left*
- Control-R = Align Right*
- Control-J = Full Justification*

*only works in answer tab

Note that Control-F (find) and Control-H (replace) have been disabled

While in *Securexam (CA)*, I got a pop-up saying “Empty Document – Nothing Typed Warning!”.

Securexam (CA) saves your answer every minute and checks if the file contains data. If you have opened up an answer tab and after 15 minutes have not typed anything, *Securexam (CA)* will warn you with this message:

Empty Document – Nothing Typed Warning! The system has detected that 15 saves and/or minutes have occurred without any text being typed. If there is text appearing on your screen in the document

right now – STOP IMMEDIATELY and get a proctor before proceeding. If your document is blank and you have not typed any text yet and wish to continue, click on “Okay to continue”

This message will also appear if you typed only in the spreadsheet tab since *Securexam (CA)* is looking for content in the answer tab.

To prevent this message from appearing, when you open an answer tab, simply type the question number or just one character.

While in *Securexam (CA)*, my keyboard changed language and I could not get my original keyboard back.

This might happen if you have more than one language installed on your computer. To prevent this problem, once out of *Securexam (CA)*, you must delete manually all the other languages installed. Click on Start, then "Control Panel". Click on "Regional and Language options". Click on the tab "Language". The first box is called "Text services and input language" - click on the button "Detail". A pop-up will open - choose the tab called "Setting". In this tab, you will see a box called "Installed Services" where you will see EN and FR (and maybe other languages installed). Highlight the FR (for French option) and click on Remove. You want to have only one language in there (English). Click on apply and then OK.

Working with the Word Processor (Answer Tab)

You will find that a number of features that you would typically see in Microsoft Word have been either changed or removed for security purposes. For example, all function keys, right-click, escape, double-click mouse functions and the Start Menu button are disabled. Use the pull-down menus or the buttons to execute these functions.

You should also ensure you are comfortable with the view. The “Zoom” percentage you use will depend on the resolution of your screen and whether you have the Exam Questions panel (Question List or Details) open or not. Experiment with the various options that you have. The “Details” panel gives you the elapsed time, which may prove useful, however, you should be aware that this timer starts when you type the word “start” at the beginning of the exam. It also stops while a computer is rebooted.

Once you have decided what you want on the screen, adjust the display by changing the percentage on the button bar of the answer tab. You can do this by typing in a new number or selecting one of the options in the drop down menu. Note that this only works in the answer tab not the spreadsheet tab. To affect the display of the spreadsheet, you can zoom in or out the spreadsheet by pressing Ctrl and scrolling the mouse at the same time.

The text in the answer tab is grey. It seems the font colour has changed and I cannot change it back to black.

This happens when you click on the answer tab header. It then changes all the text to the same font and colour of the header. It is not possible to change it back. Do not worry, when printing an encrypted file, the text will be printed as Times New Roman 12 point in black and white.

I can modify the look of the answer tab by changing the font size and colour and the background colour. Will that create printing problems?

You should not change the font size, the font colour or the background colour unless you have a vision problem that requires such a change. Regardless of your viewing selection, *Securexam (CA)* files print using a default font of Times New Roman 12 point in black and white.

Working with the Spreadsheet

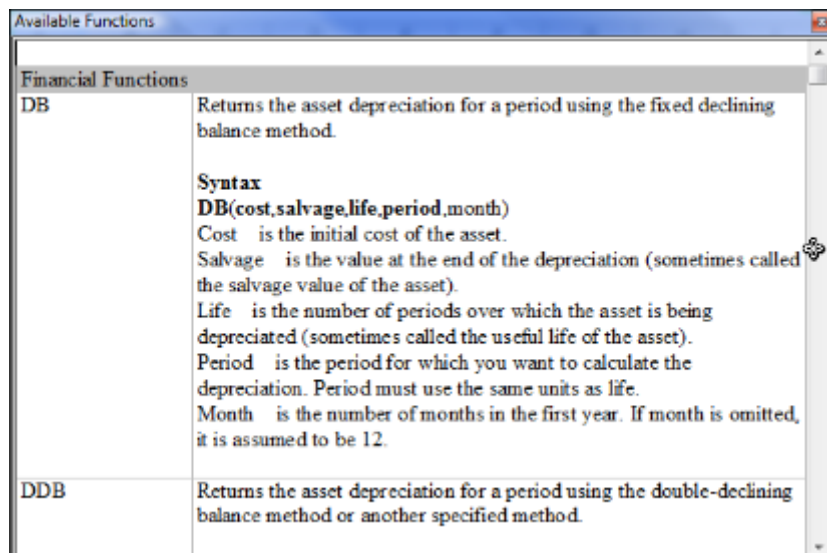
You will find that, a number of features from those that you would typically see in Microsoft Excel have been either changed or been removed for security purposes. For example, all function keys, right-click, escape, double-click mouse functions and the Start Menu button are disabled. Use the pull-down menus or buttons to execute some of these functions.

Make sure that you do not enter exhibits for Question 3 in Question 1’s spreadsheet.

Make sure you have finished editing all cells before navigating to another question or exiting the software. Click out of the cell when you have finished with it. Any unfinished edits will be lost.

Where can I get the available functions in the spreadsheet?

While in the spreadsheet, click on “Formulas” on the menu bar. A drop-down will list all the available functions



You can copy from this dropdown menu the formula syntax you want to use, by highlighting the syntax and pressing CTRL- C (copy). You can then paste the formula into the spreadsheet editing bar using CTRL-V. You will then need to add “=” to the beginning of the formula and replace the syntax placeholders with the appropriate values/addresses to allow the function to work properly.

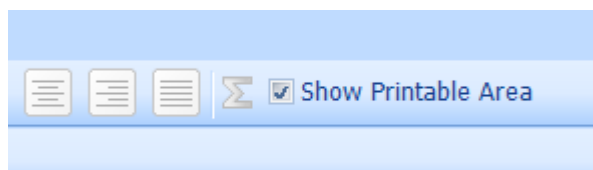
What are the available functions in the spreadsheet?

See Appendix A

NOTE FOR FRENCH CANDIDATES:

You need to type the English formula syntax, as indicated in the drop-down Formula menu.

How can I see if my spreadsheet will be printed correctly, when I am doing an encrypted exam?



To view what will be printed in the worksheet, select the box “Show Printable Area”. When the “Show Printable Area” box is selected, all the menu items and buttons are disabled. To continue working in the spreadsheet, deselect the “Show Printable Area” box. You will not be able to enter information in the spreadsheet with the “Show Printable Area” box selected.

The spreadsheet has zoomed in (or out). The numbers are now very small (or large).

You can zoom in or out the spreadsheet by pressing Ctrl and scrolling the mouse at the same time.

I opened the formula drop-down and left it open. Then I typed in a formula and now, the spreadsheet is frozen.

Once you find the formula you need in the drop-down menu, you should close the drop-down menu. If you type in an invalid formula, the pop-up message “Invalid Formula” will be hidden by the drop-down menu and it will seem that the spreadsheet is frozen. Close the dropdown menu and correct the formula.

Some numbers in my spreadsheet are in scientific format (e.g. 3.43E+17). Even if I expand the width of the column, the number does not change.

You need to manually change the format of the cell. Select "Format" on the menu bar, then Number format and choose the format you want. You may find it easier to change the formatting of numbers for the spreadsheet all at once. To do so, highlight the entire spreadsheet by hitting "Control-A" and then selecting "Format" on the menu bar and "Number Format ..." from the drop down menu. Select the format category you want (number, currency, etc.) and then select the format from the available options.

You should note that in the "General" format there is a limit of 10 digits, after which the format switches to scientific notation or starts to cut off the least significant decimal places. Switching to a "Number" format corrects this problem however the only options for the number of decimal places in the number format are "0" or "2". If you need to use more than 2 decimal places you will have to use the General format option.

The decrypted spreadsheets in the *Securexam (CA)* folder have no headers

When you use *Securexam (CA)* in practice mode, the decrypted spreadsheet does not have a header. You may want to type in your name or candidate ID at the top of each spreadsheet. In an encrypted exam, the header will be created on exit of the software – you should not type your name or email address in your answer or spreadsheet in an exam unless you are specifically instructed to do so.

Working with *Folio Views*

You will find that, while it looks like a typical *Folio Views* infobase, a number of features have been either changed or removed for security purposes. For example, all function keys, right-click, escape, and double click mouse functions are disabled. The copy and paste functions within *Folio Views* have also been disabled along with external links and the ability to annotate. Internal jumps are active.

You should become familiar with using the search features and navigating through the infobase while in the *Securexam (CA)* environment because there are some significant differences in the way searching works. For example, the advanced query tab in the top menu does not work.

In order to perform a search, position the cursor in the white search box (immediately to the right of the "grayed-out" symbol for the binoculars at the bottom of the *Folio Views* window). Type the word(s) you wish to use for your search and hit enter. The results of your search are displayed in the box above the search box.

You should experiment with the tabs in *Folio Views* to determine which tab to select. You may want to search using the "All" tab and then navigate to select the item from within the "Contents" window or the "Hit list" window. The "Browse" tab shows both the "Contents" and "Document" windows. Once you find what you are looking for you may want to switch to the "Document" tab to make the most use of the available space.

You should become familiar with the contents of the infobases.

I changed the date on my computer and now *Folio Views* does not work anymore.

You should **not** change the date on your computer. If you did, you may need to re-install *Securexam (CA)*.

Appendix A – Spreadsheet Functions

The available functions in the spreadsheet are:

Financial Functions					
DB	<p>Returns the asset depreciation for a period using the fixed declining balance method.</p> <p>Syntax DB(cost,salvage,life,period,month) Cost is the initial cost of the asset. Salvage is the value at the end of the depreciation (sometimes called the salvage value of the asset). Life is the number of periods over which the asset is being depreciated (sometimes called the useful life of the asset). Period is the period for which you want to calculate the depreciation. Period must use the same units as life. Month is the number of months in the first year. If month is omitted, it is assumed to be 12.</p>				
DDB	<p>Returns the asset depreciation for a period using the double-declining balance method or another specified method.</p> <p>Syntax DDB(cost,salvage,life,period,factor) Cost is the initial cost of the asset. Salvage is the value at the end of the depreciation (sometimes called the salvage value of the asset). Life is the number of periods over which the asset is being depreciated (sometimes called the useful life of the asset). Period is the period for which you want to calculate the depreciation. Period must use the same units as life. Factor is the rate at which the balance declines. If factor is omitted, it is assumed to be 2 (the double-declining balance method). Important All five arguments must be positive numbers.</p>				
FV	<p>Returns the future value of an investment that makes payments as a lump sum or as a series of equal periodic payments.</p> <p>Syntax FV(rate,nper,pmt,pv,type) Rate is the interest rate per period. Nper is the total number of payment periods in an annuity. Pmt is the payment made each period; it cannot change over the life of the annuity. If pmt is omitted, you must include the pv argument. Pv is the present value, or the lump-sum amount that a series of future payments is worth right now. If pv is omitted, it is assumed to be 0 (zero), and you must include the pmt argument. Type is the number 0 or 1 and indicates when payments are due. If type is omitted, it is assumed to be 0.</p> <p>Set type equal to</p> <table style="margin-left: 20px;"> <tr> <td style="padding-right: 20px;">0</td> <td>If payments are due At the end of the period</td> </tr> <tr> <td>1</td> <td>At the beginning of the period</td> </tr> </table>	0	If payments are due At the end of the period	1	At the beginning of the period
0	If payments are due At the end of the period				
1	At the beginning of the period				

<p>IPMT</p>	<p>Returns the interest for a period of time based on an investment with periodic constant payments and a constant interest rate.</p> <p>Syntax IPMT(rate,per,nper,pv,fv,type) Rate is the interest rate per period. Per is the period for which you want to find the interest and must be in the range 1 to nper. Nper is the total number of payment periods in an annuity. Pv is the present value, or the lump-sum amount that a series of future payments is worth right now. Fv is the future value, or a cash balance you want to attain after the last payment is made. If fv is omitted, it is assumed to be 0 (the future value of a loan, for example, is 0). Type is the number 0 or 1 and indicates when payments are due. If type is omitted, it is assumed to be 0.</p> <p>Set type equal to If payments are due</p> <table data-bbox="395 763 986 831"> <tr> <td>0</td> <td>At the end of the period</td> </tr> <tr> <td>1</td> <td>At the beginning of the period</td> </tr> </table>	0	At the end of the period	1	At the beginning of the period
0	At the end of the period				
1	At the beginning of the period				
<p>IRR</p>	<p>Returns the internal rate of return for a series of cash flows represented by numbers in the form of values.</p> <p>Syntax IRR(values,guess) Values is an array or a reference to cells that contain numbers for which you want to calculate the internal rate of return. Values must contain at least one positive value and one negative value to calculate the internal rate of return. IRR uses the order of values to interpret the order of cash flows. Be sure to enter your payment and income values in the sequence you want. If an array or reference argument contains text, logical values, or empty cells, those values are ignored. Guess is a number that you guess is close to the result of IRR. In most cases you do not need to provide guess for the IRR calculation. If guess is omitted, it is assumed to be 0.1 (10 percent). If IRR gives the #NUM! error value, or if the result is not close to what you expected, try again with a different value for guess.</p>				
<p>ISPMT</p>	<p>Calculates the interest paid during a defined period of an investment.</p> <p>Syntax ISPMT(rate,per,nper,pv) Rate is the interest rate for the investment. Per is the period for which you want to find the interest, and must be between 1 and nper. Nper is the total number of payment periods for the investment. Pv is the present value of the investment. For a loan, pv is the loan amount.</p>				

MIRR	<p>Returns a modified internal rate of return for several periodic cash flows.</p> <p>Syntax MIRR(values,finance_rate,reinvest_rate) Values is an array or a reference to cells that contain numbers. These numbers represent a series of payments (negative values) and income (positive values) occurring at regular periods. Values must contain at least one positive value and one negative value to calculate the modified internal rate of return. Otherwise, MIRR returns the #DIV/0! error value. If an array or reference argument contains text, logical values, or empty cells, those values are ignored; however, cells with the value zero are included. Finance_rate is the interest rate you pay on the money used in the cash flows. Reinvest_rate is the interest rate you receive on the cash flows as you reinvest them.</p>
NPER	<p>Returns the total number of periods for an investment. This is based on a periodic constant payment and a constant interest rate.</p> <p>Syntax NPER(rate, pmt, pv, fv, type) Rate is the interest rate per period. Pmt is the payment made each period; it cannot change over the life of the annuity. Pv is the present value, or the lump-sum amount that a series of future payments is worth right now. Fv is the future value, or a cash balance you want to attain after the last payment is made. If fv is omitted, it is assumed to be 0 (the future value of a loan, for example, is 0). Type is the number 0 or 1 and indicates when payments are due.</p> <p>Set type equal to If payments are due 0 or omitted At the end of the period 1 At the beginning of the period</p>
NPV	<p>Calculates the net present value of an investment from the discount rate and several future payments and income.</p> <p>Syntax NPV(rate,value1,value2, ...) Rate is the rate of discount over the length of one period. Value1, value2, ... are 1 to 29 arguments representing the payments and income. Value1, value2, ... must be equally spaced in time and occur at the end of each period. NPV uses the order of value1, value2, ... to interpret the order of cash flows. Be sure to enter your payment and income values in the correct sequence. Arguments that are numbers, empty cells, logical values, or text representations of numbers are counted; arguments that are error values or text that cannot be translated into numbers are ignored. If an argument is an array or reference, only numbers in that array or reference are counted. Empty cells, logical values, text, or error values in the array or reference are ignored.</p>

PMT	<p>Calculates the loan payment for a loan based on constant payments and constant interest rates.</p> <p>Syntax PMT(rate,nper,pv,fv,type) Rate is the interest rate for the loan. Nper is the total number of payments for the loan. Pv is the present value, or the total amount that a series of future payments is worth now; also known as the principal. Fv is the future value, or a cash balance you want to attain after the last payment is made. If fv is omitted, it is assumed to be 0 (zero), that is, the future value of a loan is 0. Type is the number 0 (zero) or 1 and indicates when payments are due.</p> <p>Set type equal to If payments are due 0 or omitted At the end of the period 1 At the beginning of the period</p>
PPMT	<p>Returns the principal payment for a period of an investment based on periodic constant payments and a constant interest rate.</p> <p>Syntax PPMT(rate,per,nper,pv,fv,type) For a more complete description of the arguments in PPMT, see PV. Rate is the interest rate per period. Per specifies the period and must be in the range 1 to nper. Nper is the total number of payment periods in an annuity. Pv is the present value—the total amount that a series of future payments is worth now. Fv is the future value, or a cash balance you want to attain after the last payment is made. If fv is omitted, it is assumed to be 0 (zero), that is, the future value of a loan is 0. Type is the number 0 or 1 and indicates when payments are due.</p> <p>Set type equal to If payments are due 0 or omitted At the end of the period 1 At the beginning of the period</p>
PV	<p>Returns the present value based on an investment.</p> <p>Syntax PV(rate,nper,pmt,fv,type) Rate is the interest rate per period. Nper is the total number of payment periods in an annuity. Pmt is the payment made each period and cannot change over the life of the annuity. Fv is the future value, or a cash balance you want to attain after the last payment is made. If fv is omitted, it is assumed to be 0. If fv is omitted, you must include the pmt argument. Type is the number 0 or 1 and indicates when payments are due.</p> <p>Set type equal to If payments are due 0 or omitted At the end of the period 1 At the beginning of the period</p>

RATE	<p>Returns per period the interest of an annuity.</p> <p>RATE(nper,pmt,pv,fv,type,guess) Nper is the total number of payment periods in an annuity. Pmt is the payment made each period and cannot change over the life of the annuity. If pmt is omitted, you must include the fv argument. Pv is the present value—the total amount that a series of future payments is worth now. Fv is the future value, or a cash balance you want to attain after the last payment is made. If fv is omitted, it is assumed to be 0 (the future value of a loan, for example, is 0). Type is the number 0 or 1 and indicates when payments are due.</p> <p>Set type equal to If payments are due 0 or omitted At the end of the period 1 At the beginning of the period</p> <p>Guess is your guess for what the rate will be. If you omit guess, it is assumed to be 10 percent. If RATE does not converge, try different values for guess. RATE usually converges if guess is between 0 and 1.</p>
SLN	<p>Returns the straight-line depreciation on an asset.</p> <p>Syntax SLN(cost,salvage,life) Cost is the initial cost of the asset. Salvage is the value at the end of the depreciation (sometimes called the salvage value of the asset). Life is the number of periods over which the asset is depreciated (sometimes called the useful life of the asset).</p>
SYD	<p>Based on a specified period, SYD returns the sum-of-years' digits depreciation of an asset.</p> <p>Syntax SYD(cost,salvage,life,per) Cost is the initial cost of the asset. Salvage is the value at the end of the depreciation (sometimes called the salvage value of the asset). Life is the number of periods over which the asset is depreciated (sometimes called the useful life of the asset). Per is the period and must use the same units as life.</p>

VDB	<p>For a period you specify, returns the depreciation of an asset.</p> <p>Syntax VDB(cost,salvage,life,start_period,end_period,factor,no_switch) Cost is the initial cost of the asset. Salvage is the value at the end of the depreciation (sometimes called the salvage value of the asset). Life is the number of periods over which the asset is depreciated (sometimes called the useful life of the asset). Start_period is the starting period for which you want to calculate the depreciation. Start_period must use the same units as life. End_period is the ending period for which you want to calculate the depreciation. End_period must use the same units as life. Factor is the rate at which the balance declines. If factor is omitted, it is assumed to be 2 (the double-declining balance method). Change factor if you do not want to use the double-declining balance method. For a description of the double-declining balance method, see DDB. No_switch is a logical value specifying whether to switch to straight-line depreciation when depreciation is greater than the declining balance calculation. If no_switch is TRUE, Microsoft Excel does not switch to straight-line depreciation even when the depreciation is greater than the declining balance calculation. If no_switch is FALSE or omitted, Excel switches to straight-line depreciation when depreciation is greater than the declining balance calculation. All arguments except no_switch must be positive numbers.</p>
Logical Functions	
AND	<p>Returns TRUE if all the arguments are TRUE in the formula, and FALSE if any one argument is FALSE.</p> <p>Syntax AND(logical1,logical2, ...) Logical1, logical2, ... are 1 to 30 conditions you want to test that can be either TRUE or FALSE.</p>
IF	<p>Returns a value if one condition is TRUE and returns another value if the condition is FALSE.</p> <p>Syntax IF(logical_test,value_if_true,value_if_false) Logical_test is any value or expression that can be evaluated to TRUE or FALSE. Value_if_true is the value that is returned if logical_test is TRUE. If logical_test is TRUE and value_if_true is blank, this argument returns 0 (zero). To display the word TRUE, use the logical value TRUE for this argument. Value_if_true can be another formula. Value_if_false is the value that is returned if logical_test is FALSE. If logical_test is FALSE and value_if_false is omitted, (that is, after value_if_true, there is no comma), then the logical value FALSE is returned. If logical_test is FALSE and value_if_false is blank (that is, after value_if_true, there is a comma followed by the closing parenthesis), then the value 0 (zero) is returned. Value_if_false can be another formula.</p>
NOT	<p>Returns the reverse value of its arguments; TRUE becomes FALSE and FALSE becomes TRUE.</p> <p>Syntax NOT(logical) Logical is a value or expression that can be evaluated to TRUE or FALSE.</p>

OR	Returns FALSE if all arguments are FALSE, and TRUE if at least one argument is TRUE. Syntax OR(logical1,logical2,...) Logical1,logical2,... are 1 to 30 conditions you want to test that can be either TRUE or FALSE.
FALSE	Returns the value FALSE. May be typed directly into the cell as "FALSE". Syntax FALSE()
TRUE	Returns the value TRUE. May be typed directly into the cell as "TRUE". Syntax TRUE()
Math and Trigonometry Functions	
ROUND	Round a number to a specified number of digits. Syntax ROUND(number,num_digits) Number is the number you want to round. Num_digits specifies the number of digits to which you want to round number.
ROUNDDOWN	Rounds a number down, towards zero. Syntax ROUNDDOWN(number,num_digits) Number is any real number that you want rounded down. Num_digits is the number of digits to which you want to round number.
ROUNDUP	Rounds a number up, away from zero. Syntax ROUNDUP(number,num_digits) Number is any real number that you want rounded up. Num_digits is the number of digits to which you want to round number.
SUM	Adds all the numbers in a range of cells. Syntax SUM(number1,number2, ...) Number1, number2, ... are 1 to 30 arguments for which you want the total value or sum.
SUMIF	Adds the cells specified by a certain criteria. Syntax SUMIF(range,criteria,sum_range) Range is the range of cells you want evaluated. Criteria is the criteria in the form of a number, expression, or text that defines which cells will be added. Sum_range are the actual cells to sum.

Statistical Functions	
AVERAGE	<p>Returns the average of its arguments.</p> <p>Syntax AVERAGE(number1,number2,...) Number1, number2, ... are 1 to 30 numeric arguments for which you want the average.</p>
AVERAGEA	<p>Returns the average of the values in its list of arguments including text and logical values.</p> <p>Syntax AVERAGEA(value1,value2,...) Value1, value2, ... are 1 to 30 cells, ranges of cells, or values for which you want the average.</p>
COUNT	<p>Counts the number of cells that contain numbers (including dates and formulas that evaluate to numbers) within the list of arguments.</p> <p>Syntax COUNT(value1,value2,...) Value1, value2, ... are 1 to 30 arguments that can contain or refer to a variety of different types of data, but only numbers are counted.</p>
COUNTA	<p>Counts the number of cells that are not empty.</p> <p>Syntax COUNTA(value1,value2,...) Value1, value2, ... are 1 to 30 arguments representing the values you want to count. In this case, a value is any type of information, including empty text ("") but not including empty cells. If an argument is an array or reference, empty cells within the array or reference are ignored. If you do not need to count logical values, text, or error values, use the COUNT function.</p>
COUNTIF	<p>Counts the number of cells in a range that meet a given criteria.</p> <p>Syntax COUNTIF(range,criteria) Range is the range of cells from which you want to count cells. Criteria is the criteria in the form of a number, expression, or text that defines which cells will be counted.</p>
FREQUENCY	<p>Calculates how often values occur within a range of values and then returns a vertical array of numbers.</p> <p>Syntax FREQUENCY(data_array,bins_array) Data_array is an array of or reference to a set of values for which you want to count frequencies. If data_array contains no values, FREQUENCY returns an array of zeros. Bins_array is an array of or reference to intervals into which you want to group the values in data_array. If bins_array contains no values, FREQUENCY returns the number of elements in data_array.</p>

MAX	<p>Returns the largest value in a set of values.</p> <p>Syntax MAX(number1,number2,...) Number1, number2, ... are 1 to 30 numbers for which you want to find the maximum value.</p>
MEDIAN	<p>Returns the median of the given numbers.</p> <p>Syntax MEDIAN(number1,number2,...) Number1, number2, ... are 1 to 30 numbers for which you want the median.</p>
MIN	<p>Returns the smallest value in a set of values.</p> <p>Syntax MIN(number1,number2,...) Number1, number2, ... are 1 to 30 numbers for which you want to find the minimum value.</p>
MINA	<p>Returns the smallest value in a set of values including text and logical values.</p> <p>Syntax MINA(value1,value2,...) Value1, value2, ... are 1 to 30 values for which you want to find the smallest value.</p>
MODE	<p>Returns the most frequently occurring, or repetitive, number in an array or range of data.</p> <p>Syntax MODE(number1,number2,...) Number1, number2, ... are 1 to 30 arguments for which you want to calculate the mode. You can also use a single array or a reference to an array instead of arguments separated by commas.</p>