

Technical Institute of Administration

Business Administration

5. Microsoft Excel - Functions

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5. Functions

5.1.Introduction

A function is a predefined formula that performs calculations using specific values in a particular order. Excel includes many common functions that can be used to quickly find the sum, average, count, maximum value, and minimum value for a range of cells. In order to use functions correctly, you'll need to understand the different parts of a function and how to create arguments to calculate values and cell references.

5.1.1. The parts of a function

In order to work correctly, a function must be written a specific way, which is called the **syntax**. The basic syntax for a function is the **equals sign (=)**, the **function name** (SUM, for example), and one or more **arguments**. Arguments contain the information you want to calculate. The function in the example below would add the values of the cell range A1:A20.



5.1.2. Working with arguments

Arguments can refer to both **individual cells** and **cell ranges** and must be enclosed within **parentheses**. You can include one argument or multiple arguments, depending on the syntax required for the function.

For example, the function =AVERAGE(B1:B9) would calculate the **average** of the values in the cell range B1:B9. This function contains only one argument.

NE	TWORK	▼ : × ✓	f _x =A∖	/ERAGE(B1	:B9)
	А	В	С	D	E
1		1			
2		4			
3		5			
4		6			
5		8			
6		2			
7		3			
8		5			
9		6			
10		=AVERAGE(B1:B9)			
11					

Multiple arguments must be separated by a **comma**. For example, the function **=SUM(A1:A3, C1:C2, E1)** will **add** the values of all of the cells in the three arguments.

As	5	• : :	×	f _x =SU	JM(A1:A3,C	:1:C2,E1)
	А	В	с	D	E	F
1	4		6		20	
2	8		10			
3	12					
4						
5	=SUM(A1	A3,C1:C2	,E1)			
6						

5.2.Creating a function

There are a variety of functions available in Excel. Here are some of the most common functions you'll use:

- SUM: This function adds all of the values of the cells in the argument.
- **AVERAGE**: This function determines the **average** of the values included in the argument. It calculates the sum of the cells and then divides that value by the number of cells in the argument.
- **COUNT**: This function **counts** the number of cells with numerical data in the argument. This function is useful for quickly counting items in a cell range.
- MAX: This function determines the highest cell value included in the argument.
- MIN: This function determines the lowest cell value included in the argument.

5.2.1. To create a function using the AutoSum command:

The **AutoSum** command allows you to automatically insert the most common functions into your formula, including SUM, AVERAGE, COUNT, MIN, and MAX. In the example below, we'll use the **SUM** function to calculate the **total cost** for a list of recently ordered items.

D	13 \checkmark : $\times \checkmark f_x$				
	A	В	С	D	
2	ITEM	QUANTITY	UNIT PRICE	LINE TOTAL	0
з	Tomatoes (case of 12)	3	\$17.44	\$52.32	
4	Black Beans (case of 10)	5	\$20.14	\$100.70	
5	All Purpose Flour (50 lb.)	5	\$14.05	\$70.25	
6	Corn Meal/Maza (25 lb.)	5	\$18.69	\$93.45	
7	Brown Rice (25 lb.)	5	\$10.99	\$54.95	
8	Lime Juice (1 gallon)	5	\$11.99	\$59 . 95	
9	Tomato Juice (case of 10)	3	\$19.49	\$58.47	
10	Hot Sauce (1 gallon)	8	\$7.35	\$58.80	
11	Salsa, Medium (1 gallon)	12	\$8.47	\$101.64	
12	Olive Oil (2.5 gallon)	4	\$28.69	\$114.76	
13			TOTAL	÷	
14					

1. Select the **cell** that will contain the function. In our example, we'll select cell **D13**.

2. In the **Editing** group on the **Home** tab, click the **arrow** next to the **AutoSum** command. Next, choose the **desired function** from the drop-down menu. In our example, we'll select **Sum**.

Insert Delete F	Sum AutoSum Sum Ind & Sum Ind & Count Numbers Sum (Alt+=) Max Automatically add it up. Your total will appear after the selected cells.
JOP	Min 6 More Eunctions 5 S S S S

3. Excel will place the **function** in the cell and automatically select a **cell range** for the argument. In our example, cells **D3:D12** were selected automatically; their values will

be **added** to calculate the total cost. If Excel selects the wrong cell range, you can manually enter the desired cells into the argument.

N	ETWORK▼ : × ✓ f _x =SUM	M(D3:D12)			
	A	В	с	D	
2	ITEM	QUANTITY	UNIT PRICE	LINE TOTAL	0
3	Tomatoes (case of 12)	3	\$17.44	\$52.32	
4	Black Beans (case of 10)	5	\$20.14	\$100.70	
5	All Purpose Flour (50 lb.)	5	\$14.05	\$70.25	
6	Corn Meal/Maza (25 lb.)	5	\$18.69	\$93.45	
7	Brown Rice (25 lb.)	5	\$10.99	\$54.95	
8	Lime Juice (1 gallon)	5	\$11.99	\$59.95	
9	Tomato Juice (case of 10)	3	\$19.49	\$58.47	
10	Hot Sauce (1 gallon)	8	\$7.35	\$58.80	
11	Salsa, Medium (1 gallon)	12	\$8.47	\$101.64	
12	Olive Oil (2.5 gallon)	4	\$28.69	\$114.76	
13				SUM(D3:D12)	
14				SUM(number1, [num	ber2],)

4. Press Enter on your keyboard. The function will be **calculated**, and the **result** will appear in the cell. In our example, the sum of D3:D12 is **\$765.29**.

D	13 ▼ : × √ f _x =SUM	M(D3:D12)			
	А	В	с	D	
2	ITEM	QUANTITY	UNIT PRICE	LINE TOTAL	
3	Tomatoes (case of 12)	3	\$17.44	\$52.32	
4	Black Beans (case of 10)	5	\$20.14	\$100.70	
5	All Purpose Flour (50 lb.)	5	\$14.05	\$70.25	
6	Corn Meal/Maza (25 lb.)	5	\$18.69	\$93.45	
7	Brown Rice (25 lb.)	5	\$10.99	\$54.95	
8	Lime Juice (1 gallon)	5	\$11.99	\$59.95	
9	Tomato Juice (case of 10)	3	\$19.49	\$58.47	
10	Hot Sauce (1 gallon)	8	\$7.35	\$58.80	
11	Salsa, Medium (1 gallon)	12	\$8.47	\$101.64	
12	Olive Oil (2.5 gallon)	4	\$28.69	\$114.76	
13			TOTAL	\$765.29	
14					

The AutoSum command can also be accessed from the Formulas tab on the Ribbon.

File	Home	Insert	Page	e Layout	Fo	ormulas	Data	a Reviev	w Vie	w	∑ Tell r	ne what	you want
fx Insert Function	AutoSum	Recently F Used -	inancial T	Cogical	A Text	Date & Time ▼	Looku Referer	ρ& Math δ nce≖ Trig≖	More Function	e ns ™	Name Manager	回 Defi 況 Use 留 Crea	ine Name in Formu ate from S
D13	Σ <u>S</u> um <u>A</u> ve	n rage		Function $f_x =$	Librai SUM(y (D3:D12)						Define	d Names
	<u>C</u> ou May	nt Number	s			В		с			D		
2 ITE	N Min					QUANT	TTY	UNIT	PRICE		INE TO	DTAL	0
з Тог	m _{Mor}	e <u>F</u> unction	s				3	\$	17.44		\$5	2.32	
4 Bla	ck Bean	s (case	of 10)			5	\$	20.14		\$10	0.70	

You can also use the **Alt+=** keyboard shortcut instead of the AutoSum command. To use this shortcut, hold down the **Alt** key and then press the **equals sign**.

Watch the video below to see this shortcut in action.

5.3.To enter a function manually:

If you already know the function name, you can easily type it yourself. In the example below (a tally of cookie sales), we'll use the **AVERAGE** function to calculate the **average number of units sold** by each troop.

1. Select the **cell** that will contain the function. In our example, we'll select cell **C10**.

C1	LO 🔻 : 🗙 🤇	$\sqrt{f_x}$		
	А	В	С	
1	Frontier Kids C	ookie Sales		
2	Troop Name	Troop ID	Units Sold	
3	North Bend	#3506	1004	
4	Silver Lake	#2745	938	
5	Mountain Top	# 1 038	745	
6	Rocky Trail	#3759	729	
7	Forest Path	#4157	862	
8	Green Valley	#1932	890	
9	River View	#4233	775	
10		Average Units	¢	
11				

2. Type the equals sign (=), and enter the desired function name. You can also select the desired function from the list of suggested functions that appears below the cell as you type. In our example, we'll type =AVERAGE.

N	ETWORK 👻 : 🗙	✓ <i>f</i> _x =AVERAGE		
	А	В	С	
1	Frontier Kids C	ookie Sales		
2	Troop Name	Troop ID	Units Sold	
3	North Bend	#3506	1004	
4	Silver Lake	#2745	938	
5	Mountain Top	#1038	745	
6	Rocky Trail	#3759	729	
7	Forest Path	#4157	862	
8	Green Valley	#1932	890	
9	River View	#4233	775	
10		Average Units	=AVERAGE	
11			AVERAGE Contain	the aver number
12			AVERAGEA	
13			& AVERAGEIFS	
14				

3. Enter the **cell range** for the argument inside **parentheses**. In our example, we'll type **(C3:C9)**. This formula will add the values of cells C3:C9, then divide that value by the total number of values in the range.

C1	C10 \checkmark : \checkmark \checkmark f_x =AVERAGE(C3:C9)					
	А	В	С			
1	Frontier Kids (ookie Sales				
2	Troop Name	Troop ID	Units Sold			
3	North Bend	#3506	1004			
4	Silver Lake	#2745	938			
5	Mountain Top	#1038	745			
6	Rocky Trail	#3759	729			
7	Forest Path	#4157	862			
8	Green Valley	#1932	890			
9	River View	#4233	775			
10		Average Units	=AVERAGE(C3:C9)			
11						

4. Press Enter on your keyboard. The function will be calculated, and the result will appear in the cell. In our example, the average number of units sold by each troop is **849**.

C	C10 ▼ : × ✓ <i>f</i> _* =AVERAGE(C3:C9)					
	А	В	С			
1	Frontier Kids (Cookie Sales				
2	Troop Name	Troop ID	Units Sold			
3	North Bend	#3506	1004			
4	Silver Lake	#2745	938			
5	Mountain Top	#1038	745			
6	Rocky Trail	#3759	729			
7	Forest Path	#4157	862			
8	Green Valley	#1932	890			
9	River View	#4233	775			
10		Average Units	849			
11						

Excel **will not always tell you** if your formula contains an error, so it's up to you to check all of your formulas.

5.4. The Function Library

While there are hundreds of functions in Excel, the ones you'll use the most will depend on the **type of data** your workbooks contain. There's no need to learn every single function, but exploring some of the different **types** of functions will help you as you create new projects. You can even use the **Function Library** on the **Formulas** tab to browse functions by category, such as **Financial**, **Logical**, **Text**, and **Date & Time**.

To access the **Function Library**, select the **Formulas** tab on the **Ribbon**. Look for the **Function Library** group.

Click the buttons in the interactive below to learn more about the different types of functions in Excel.

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6											
7											
8											
9											
10											

5.4.1. To insert a function from the Function Library:

In the example below, we'll use the COUNTA function to count the total number of items in the **Items** column. Unlike COUNT, **COUNTA** can be used to tally cells that contain data of any kind, not just numerical data.

1. Select the cell that will contain the function. In our example, we'll select cell B17.

B	17 ▼ : × √ f _x			
	А	В	С	D
2	ITEM	QUANTITY	UNIT PRICE	LINE TOTAL
3	Tomatoes (case of 12)	3	\$17.44	\$52.32
4	Black Beans (case of 10)	5	\$20.14	\$100.70
5	All Purpose Flour (50 lb.)	5	\$14.05	\$70.25
6	Corn Meal/Maza (25 lb.)	5	\$18.69	\$93.45
7	Brown Rice (25 lb.)	5	\$10.99	\$54.95
8	Lime Juice (1 gallon)	5	\$11.99	\$59.95
9	Tomato Juice (case of 10)	3	\$19.49	\$58.47
10	Hot Sauce (1 gallon)	8	\$7.35	\$58.80
11	Salsa, Medium (1 gallon)	12	\$8.47	\$101.64
12	Olive Oil (2.5 gallon)	4	\$28.69	\$114.76
13			TOTAL	\$765.29
14				
15				
16	PURCHASE ORDER SUMMARY			
17	Total items ordered	¢		
18	Most expensive item		-	
19	Average days in transit			
20				

- 2. Click the Formulas tab on the Ribbon to access the Function Library.
- 3. From the **Function Library** group, select the desired **function category**. In our example, we'll choose **More Functions**, then hover the mouse over **Statistical**.

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of 12)	3	Ş1	La W	eb 🕨	BETA.DIST	1
e of 10)	5	\$2	20.14	\$10	D BETA.INV	1
r (50 lb.)	5	\$1	14.05	\$7	BINOM.DIST	1
(25 lb.)	5	\$1	18.69	\$9	BINOM.DIST.RANGE	1
b.)	5	\$1	0.99	Ś	BINOM.INV	1
lon	5	¢1	1 00	¢.	CHISQ.DIST	
	5	د ې ه ې	11.99	မ (၂)	CHISQ.DIST.RT	4
ise of 10)	3	Ş1	19.49	ŞS	CHISQ.INV	1
lon)	8	Ç	\$7.35	\$5	CHISQ.INV.RT	2
1 gallon)	12	ç	8.47	\$10	CHISQ.TEST	2
lon)	4	\$2	28.69	\$11	CONFIDENCE.NORM	2
, 			οται	\$76	CONFIDENCE.T	
			OTAL		CORREL	-

4. Select the **desired function** from the drop-down menu. In our example, we'll select the **COUNTA** function, which will count the number of cells in the **Items** column that are not empty.

Page Layout	Formulas Da	ta Review	Vie	w Q⊺elln	ne what you want to do	
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Financial Logical Te	xt Date & Look	up & Math &	More	Name	ີ່ f [†] _X Use in Formula ∞	Trace Depe
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(, , ,)	QUANTIY		🔽 <u>C</u> o	ompatibility 🕨		
of 12)	3	Ş1	<u>ь</u> м	eb 🕨 🕨	COUNTA(value1.value	e2.)
e of 10)	5	\$2	20.14	\$10	Counts the number of	cells in a
r (50 lb.)	5	\$1	14.05	\$7	range that are not emp	oty.
(25 lb.)	5	\$1	18.69	\$9	? Tell me more	
b.)	5	\$1	10.99	\$5	COVARIANCE.S	1
lon)	5	\$1	11.99	\$5	DEVSQ	5
use of 10)	2	¢1	10 /0	¢5	EXPON.DIST	1
	5	ر دې	19.49		F.DIST	
lon)	8	7	\$7.35	\$5	F.DIST.RT	4
1 gallon)	12	Ć	\$8.47	\$10) F.INV	2
lon)	4	\$2	28.69	\$11	F.INV.RT	2
		Т	OTAL	\$76	F.TEST	
					FISHER	

- 5. The **Function Arguments** dialog box will appear. Select the **Value1** field, then enter or select the desired cells. In our example, we'll enter the cell range **A3:A12**. You may continue to add arguments in the **Value2** field, but in this case we only want to count the number of cells in the cell range **A3:A12**.
- 6. When you're satisfied, click **OK**.

Function Argu	uments	?	×
COUNTA	Value1 A3:A12 Image: a gradient of the second	3lack Bean]
Counts the nu	= 10 mber of cells in a range that are not empty.		
	Value1: value1,value2, are 1 to 255 arguments representing you want to count. Values can be any type of informa	the values an tion.	d cells
Formula result	:= 10		
Help on this fu	unction OK	Can	cel

7. The function will be **calculated**, and the **result** will appear in the cell. In our example, the result shows that a total of **10 items** were ordered.

B1	17 ▼ : × √ f _× =co	UNTA(A3:A12)		
	А	В	с	D
2	ITEM	QUANTITY	UNIT PRICE	LINE TOTAL
3	Tomatoes (case of 12)	3	\$17.44	\$52.32
4	Black Beans (case of 10)	5	\$20.14	\$100.70
5	All Purpose Flour (50 lb.)	5	\$14.05	\$70.25
6	Corn Meal/Maza (25 lb.)	5	\$18.69	\$93.45
7	Brown Rice (25 lb.)	5	\$10.99	\$54.95
8	Lime Juice (1 gallon)	5	\$11.99	\$59.95
9	Tomato Juice (case of 10)	3	\$19.49	\$58.47
10	Hot Sauce (1 gallon)	8	\$7.35	\$58.80
11	Salsa, Medium (1 gallon)	12	\$8.47	\$101.64
12	Olive Oil (2.5 gallon)	4	\$28.69	\$114.76
13			TOTAL	\$765.29
14				
15				
16	PURCHASE ORDER SUMMARY			
17	Total items ordered	10		
18	Most expensive item			
19	Average days in transit			
20				

5.5. The Insert Function command

While the Function Library is a great place to browse for functions, sometimes you may prefer to **search** for one instead. You can do so using the **Insert Function** command. It may take some trial and error depending on the type of function you're looking for; however, with practice, the Insert Function command can be a powerful way to find a function quickly.

5.5.1. To use the Insert Function command:

In the example below, we want to find a function that will calculate the **number of business** days it took to receive items after they were ordered. We'll use the dates in columns E and F to calculate the delivery time in column G.

G	\bullet : $\times \checkmark f_x$				
	А	E	F	G	н
2	ITEM	ORDERED	RECEIVED	IN TRANSIT	
з	Tomatoes (case of 12)	12-Oct	15-Oct	¢	
4	Black Beans (case of 10)	12-Oct	17-Oct		
5	All Purpose Flour (50 lb.)	12-Oct	14-Oct		
6	Corn Meal/Maza (25 lb.)	12-Oct	15-Oct		
7	Brown Rice (25 lb.)	12-Oct	15-Oct		
8	Lime Juice (1 gallon)	16-Oct	20-Oct		
9	Tomato Juice (case of 10)	16-Oct	19-Oct		
10	Hot Sauce (1 gallon)	16-Oct	20-Oct		
11	Salsa, Medium (1 gallon)	19-Oct	23-Oct		
12	Olive Oil (2.5 gallon)	19-Oct	24-Oct		
13					

1. Select the cell that will contain the function. In our example, we'll select cell G3.

2. Click the Formulas tab on the Ribbon, then click the Insert Function command.

File	Home	Insert	Pag	e Layout	Fo	ormulas	Data	Review	View	Q Tell ı	me what you w	/ant to do
$\int_{ \text{Insert}} x$	AutoSum	Recently Used *	Financia	I Logical	A Text	Date & Time *	Lookup & Reference *	θ Math & Trig ∗	More Functions •	Name Manager	I Define Na → Use in For → Create from	ime 🔹 mula – m Selectio
				Function	n Librar	у		-		-	Defined Nam	es
Insert Fu	unction (SI	nift+F3)		f_{x}								
Work wit current o	th the form cell. You ca	ula in the n easily pi	ck				E		F		G	н
function how to f	s to use an ill out the i	d get help nput value	on es.			O	RDERED	F	RECEIVED	IN	TRANSIT	
🕜 Tell	me more						12-Oct		15-Oct			
4 Blac	k Bean	s (case	e of 1(0)			12-Oct		17-Oct			

- 3. The Insert Function dialog box will appear.
- 4. Type a few **keywords** describing the calculation you want the function to perform, then click **Go**. In our example, we'll type **count days**, but you can also search by selecting a **category** from the drop-down list.

Insert Function	?	×
Search for a function:		
count days		<u>G</u> 0
Or select a <u>c</u> ategory: All		63
Select a function:		
ABS ACCRINT ACCRINTM ACOS ACOSH ACOT ACOTH ABS(number)		~
Returns the absolute value of a number, a number without its	sign.	
Help on this function OK	(Cancel

5. Review the **results** to find the desired function, then click **OK**. In our example, we'll choose **NETWORKDAYS**, which will count the number of business days between the ordered date and received date.

Insert Function	?	×
Search for a function:		
count days		<u>G</u> o
Or select a <u>c</u> ategory: Recommended		
Select a functio <u>n</u> :		
MINVERSE MMULT NETWORKDAYS.INTL ODDFPRICE WORKDAY.INTL INETWORKDAYS		Â
DAYS360		~
NETWORKDAYS(start_date,end_date,holidays) Returns the number of whole workdays between two dates.		
Help on this function OK	(Cancel

- 6. The **Function Arguments** dialog box will appear. From here, you'll be able to enter or select the cells that will make up the arguments in the function. In our example, we'll enter **E3** in the **Start_date** field and **F3** in the **End_date** field.
- 7. When you're satisfied, click **OK**.

Function Arguments						?	Х
NETWORKDAYS							
Start_date	E3		1	=	42289		
End_date	F3		1	=	42292		
Holidays			1	=	any		
				=	4		
Returns the number of whol	e workdays k	between two o	lates.				
	End_date i	is a serial date	number tha	t re	presents the end date.		
Formula result = 4							
					01	<i>C</i>	
Help on this function					OK	Can	cei

8. The function will be **calculated**, and the **result** will appear in the cell. In our example, the result shows that it took **four business days** to receive the order.

G	G3 \checkmark : \times \checkmark f_x =NETWORKDAYS(E3,F3)									
	А	E	F	G	н					
2	ITEM	ORDERED	RECEIVED	IN TRANSIT						
3	Tomatoes (case of 12)	12-Oct	15-Oct	4						
4	Black Beans (case of 10)	12-Oct	17-Oct							
5	All Purpose Flour (50 lb.)	12-Oct	14-Oct							
6	Corn Meal/Maza (25 lb.)	12-Oct	15-Oct							
7	Brown Rice (25 lb.)	12-Oct	15-Oct							
8	Lime Juice (1 gallon)	16-Oct	20-Oct							
9	Tomato Juice (case of 10)	16-Oct	19-Oct							
10	Hot Sauce (1 gallon)	16-Oct	20-Oct							
11	Salsa, Medium (1 gallon)	19-Oct	23-Oct							
12	Olive Oil (2.5 gallon)	19-Oct	24-Oct							
13										

Like formulas, functions can be copied to adjacent cells. Simply select the **cell** that contains the function, then click and drag the **fill handle** over the cells you want to fill. The function will be copied, and values for those cells will be calculated relative to their rows or columns.

G3 ▼ : × ✓ f _x =NETWORKDAYS(E3,F3)					
	А	E	F	G	н
2	ITEM	ORDERED	RECEIVED	IN TRANSIT	
3	Tomatoes (case of 12)	12-Oct	15-Oct	4	
4	Black Beans (case of 10)	12-Oct	17-Oct		
5	All Purpose Flour (50 lb.)	12-Oct	14-Oct		
6	Corn Meal/Maza (25 lb.)	12-Oct	15-Oct		
7	Brown Rice (25 lb.)	12-Oct	15-Oct		
8	Lime Juice (1 gallon)	16-Oct	20-Oct		
9	Tomato Juice (case of 10)	16-Oct	19-Oct		
10	Hot Sauce (1 gallon)	16-Oct	20-Oct		
11	Salsa, Medium (1 gallon)	19-Oct	23-Oct		
12	Olive Oil (2.5 gallon)	19-Oct	24-Oct		7
13					