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Save Time and Increase Efficiency with Formulas

Shannon DeLange
Product Trainer



“The first rule of any technology used in a business is that automation applied to an efficient operation will magnify the efficiency. The second is that automation applied to an inefficient operation will magnify the inefficiency.”

– *Bill Gates*

Learning Objectives

- Make formula logic more powerful
- Leverage formulas to make complex decisions
- Have a better understanding of how functions and automations work together, in order to create more efficient workflows within Smartsheet



Why use formulas?

- Save time and avoid manual calculations
- Reduce the risk of error
- Create more efficient workflows

IF function



Evaluates a logical expression and returns one value when true or another when false

`=IF(Cell6=0, 1,0)`

AND function



Used within another function to return true if all provided logical expressions are true

=IF(AND(Complete6=1, Cell6=0), 1,0)

OR function



Used within another function to return true, if at least one provided logical expression is true

```
=IF(OR(Complete6=1, Cell6=0), 1,0)
```



TODAY function

Used in a Date column to return the current date

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