

# Cheat sheet: Top 25 MS Excel Functions | createandlearn.net

	A	B	C	D	E
1	Report Date	15-Sep-18			
2					
3	Region	Date	\$ Product 1	\$ Product 2	\$ Product 3
4	Angela	03-Sep-18	3,400	10,800	4,000
5	John	03-Sep-18	3,500	4,590	6,000
6	Mary	03-Sep-18	5,000	7,000	3,000
7	Said	03-Sep-18	2,800	7,200	4,100
8		<b>Total</b>	<b>14,700</b>	<b>29,590</b>	<b>17,100</b>

Data sample

Math, trigonometry, and Statistical			
Function	Description	Example	Result
AVERAGE	Returns the average of its arguments	=AVERAGE(E4:E7)	4,275
COUNT	Counts how many numbers are in the list of arguments	=COUNT(C4:C7)	4
COUNTIF	Counts the number of cells within a range that meet the given criteria	=COUNTIF(C4:C7,">3000")	3
MAX	Returns the maximum value in a list of arguments	=MAX(D4:D7)	10,800
MIN	Returns the minimum value in a list of arguments	=MIN(E4:E7)	3,000
ROUND	Rounds a number to a specified number of digits	=ROUND(D5,-2)	4,600
SUM	Adds its arguments	=SUM(C8:E8)	61,390
SUMIF	Adds the cells specified by a given criteria	=SUMIF(A4:A7,"Said",D4:D7)	7,200
Logical, lookup and reference			
Function	Description	Example	Result
AND	Returns TRUE if all of its arguments are TRUE	=AND(C8>15000,D8>15000,E8>15000)	FALSE
OR	Returns TRUE if any argument is TRUE	=OR(C8>15000,D8>15000,E8>15000)	TRUE
VLOOKUP	Looks in the first column of an array and moves across the row to return the value of a cell	=VLOOKUP("Said",A3:C7,3,FALSE)	2,800
HLOOKUP	Looks in the top row of an array and returns the value of the indicated cell	=HLOOKUP("\$ Product 3",A3:E7,3,FALSE)	6,000
IF	Specifies a logical test to perform	=IF(SUM(C8:E8)>40000,"Reached","Not Reached")	Reached
IFERROR	Returns a value you specify if a formula evaluates to an error; otherwise, returns the result of the formula	=IFERROR(VLOOKUP("Raul",A3:C7,3,FALSE),"Not Found")	Not Found
INDEX and MATCH	Powerful lookup combination. Uses an index to choose a value from a reference, and Looks up values.	=INDEX(C4:E7,MATCH("Mary",A4:A7,0),MATCH("\$ Product 3",C3:E3,0))	3000
Date and time			
Function	Description	Example	Result
DAY	Converts a serial number to a day of the month	=DAY(B4)	3
MONTH	Converts a serial number to a month	=MONTH(B4)	9
YEAR	Converts a serial number to a year	=YEAR(B4)	2018
WEEKDAY	Converts a serial number to a day of the week	=WEEKDAY(B4)	2
DATE	Returns the serial number of a date	=DATE(2019,4,30)	30/04/2019
NETWORKDAYS	Returns the number of whole workdays between two dates	=NETWORKDAYS(B4,B1)	10
TODAY	Returns the serial number of today's date	=TODAY()	16/08/2018
Text			
Function	Description	Example	Result
CONCATENATE	Joins several text items into one text item	=CONCATENATE(A6," ",C6)	Mary: 5000
LEFT	Returns the leftmost characters from a text value	=LEFT(A4,4)	Ange
RIGHT	Returns the rightmost characters from a text value	=RIGHT(A4,2)	la