



# TOP 20 EXCEL FORMULAS

YOUNGCFOGUY

|    | A                  | B   | C   |
|----|--------------------|---|---|
| 1  | <b>SUMIF</b>       | =SUMIF(range, criteria, [sum_range])  | Sum values that meet specific criteria                              |
| 2  | <b>VLOOKUP</b>     | =VLOOKUP(lookup_value, table_array, col_index_num, [range_lookup])                              | Find and retrieve data from a specific column in a table            |
| 3  | <b>INDEX</b>       | =INDEX(array, MATCH(lookup_value, lookup_array, [match_type]))                                  | More flexible alternative to VLOOKUP for looking up values          |
| 4  | <b>CONCATENATE</b> | =CONCATENATE(text1, [text2], ... ) or<br>=text1&text2&...                                       | Join multiple text strings into one                                 |
| 5  | <b>IF</b>          | =IF(logical_test, value_if_true, value_if_false)  | Perform conditional calculations                                    |
| 6  | <b>COUNTIF</b>     | =COUNTIF(range, criteria)   | Count cells that meet specific criteria                             |
| 7  | <b>SUMIFS</b>      | =SUMIFS(sum_range, criteria_range1, criteria1, [criteria_range2, criteria2], ...)               | Sum values that meet multiple criteria                              |
| 8  | <b>AVERAGEIF</b>   | =AVERAGEIF(range, criteria, [average_range])  | Calculate average of values meeting specific criteria               |
| 9  | <b>IFERROR</b>     | =IFERROR(value, value_if_error)   | Handle errors by returning alternative value when errors occur      |
| 10 | <b>DATE</b>        | =DATE(year, month, day)   | Create a date value from separate year, month, and day components   |
| 11 | <b>NETWORKDAYS</b> | =NETWORKDAYS(start_date, end_date, [holidays])  | Calculate number of working days between two dates                  |
| 12 | <b>PROPER</b>      | =PROPER(text)   | Convert text to proper case (first letter of each word capitalized) |
| 13 | <b>LEN</b>         | =LEN(text)  | Count the number of characters in a text string                     |
| 14 | <b>ROUND</b>       | =ROUND(number, num_digits)  | Round a number to a specified number of digits                      |
| 15 | <b>PMT</b>         | =PMT(rate, nper, pv, [fv], [type])  | Calculate loan payment amount                                       |
| 16 | <b>XLOOKUP</b>     | =XLOOKUP(lookup_value, lookup_array, return_array, [if_not_found], [match_mode], [search_mode]) | Modern, more versatile replacement for VLOOKUP and HLOOKUP          |
| 17 | <b>RANDBETWEEN</b> | =RANDBETWEEN(bottom, top)   | Generate random numbers within a specified range                    |
| 18 | <b>TRIM</b>        | =TRIM(text)   | Remove extra spaces from text                                       |
| 19 | <b>SUBTOTAL</b>    | =SUBTOTAL(function_num, ref1, [ref2], ...)  | Calculate totals in a filtered list                                 |
| 20 | <b>TEXTJOIN</b>    | =TEXTJOIN(delimiter, ignore_empty, text1, [text2], ...)   | Combine text from multiple ranges with a specified delimiter        |

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# Basic Excel Formulas Cheat Sheet 2013

**Wallace Wang**

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with Tables Functions Formulas *Microsoft® Office 2013 QuickSteps* Carole Matthews,Marty Matthews,Bobbi Sandberg,2013-07-16 Full color step by step guide to the new release of the world's most popular suite of productivity applications Features a new simplified two column design that works equally well in print and digital formats Covers the essentials and many advanced features including the all new command structure Metro interface touch screen techniques shortcuts and cloud integration The book's wide page format allows it to lie flat on the desk for ease of use while following alongHigh production quality breadth of coverage and low price make this the best value on the market **Excel 2016 Reference and Cheat Sheet** i30 Media Staff,2015-08-15 Do you need a quick reference for Excel 2016 The four panel Excel 2016 Reference Cheat Sheet contains tips examples and screenshots of the most common Excel functions and features In addition to covering Excel 2016 for Windows and Macs the reference also covers Excel Online Microsoft's free Web based spreadsheet program Almost all of the instructions and examples also apply to Excel 2013 Topics include Excel 2016 basics An overview of Microsoft's Ribbon interface Creating saving and closing workbooks How to use templates and themes How to add edit and hide data How to import and export txt csv tsv and xlsx files How to share workbooks Printing basics Examples of basic formulas functions and AutoFill How to perform simple math and calculate averages How to sort and filter data How to create a chart or graph Universal keyboard shortcuts for Excel 2016 The four panel reference is printed on 8 5 by 11 inch high quality card stock perfect for desks walls and shelves It has holes for three ring binders Note that the Excel 2016 Reference and Cheat Sheet does not cover advanced features of Excel 2016 the Excel mobile apps for tablets and phones or other Microsoft Office Office 365 applications The Excel 2016 Reference and Cheat Sheet was created by the publisher of the top selling guides Excel Basics In 30 Minutes Google Drive Docs In 30 Minutes and Dropbox In 30 Minutes

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