

# TOP 22 Excel formulas

By Nicolas Boucher

Must Know!

## Core Calculation Formulas

### 1. SUM

Adds all numbers in a range



**=SUM(A1:A9)**

Add values from cell A1 to A9

### 2. AVERAGE

Calculates the average of numbers in a range



**=AVERAGE(B1:B9)**

Average of B1 to B9

### 3. ROUND

Rounds a number to a specified number of digits



**=ROUND(C1,2)**

Round C1 to 2 decimal places

### 4. MIN

Identifies the lowest number in a range



**=MIN(D1:D9)**

Find the minimum in D1 to D9

### 5. MAX

Finds the highest number in a range



**=MAX(D1:D9)**

Get the maximum value in D1 to D9

### 6. COUNT

Counts the number of cells that contain numbers



**=COUNT(F1:F9)**

Count numeric cells in F1 to F9

\*It only counts the numerical inputs

**Countblank:** Count all the empty cells

### 10. HLOOKUP

Searches for a value in the top row of a table.



**=HLOOKUP(G3,G2:G4,2,FALSE)**

To find 23 in the top row G2:G4

### 11. XLOOKUP

Finds a value in one range & returns a result from another



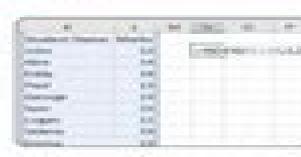
**=XLOOKUP(A7,A2:A4,B2:C4)**

To find A7 in A2:A4 & return corresponding value from B2:C4 if a match is found

## Referencing

### 7. INDEX

Returns a value in table based on row & column number

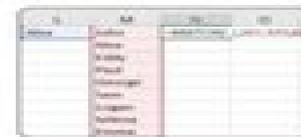


**=INDEX(B1:D3,2,2)**

For the value in the 2nd row & 2nd column from the range B1:D3

### 8. MATCH

Searches for a value and returns its relative position



**=MATCH(L1,M2:M9,0)**

To find L1's position from the range M2:M9

### 9. VLOOKUP

Searches for a value in the first column of a range



**=VLOOKUP(C1,H2:H4,2,FALSE)**

To find C1 in H2:H4

#### Tip

- For an exact match == FALSE
- Approximate matching == TRUE (useful when the look-up value is a number)

\*2 Columns containing the data need to be retrieved

## Conditional Calculations

### 12. COUNTIF / COUNTIFS

Counts cells that meet a condition



**=COUNTIF(N1:N9,>5)**

To count cells greater than 5

### 13. COUNTA

Counts non-empty cells



**=COUNTA(O1:O9)**

To count all non-empty cells in a range

### 14. SUMIF / SUMIFS

Adds cells that meet a condition



**=SUMIF(P1:P9,>5)**

To sum values over 5

### 16. AVERAGEIF / AVERAGEIFS

Calculates the average for cells that meet criteria



**=AVERAGEIF(Q1:Q9,>5)**

Average of values over 5

### 17. Logical Operators (AND, OR)

Combines multiple conditions

**=AND(S1=5,S2=2)**

Both conditions are true == Output is true



**=OR(S1=5,S2=2)**

Just 1 condition is true == Output is true



### 15. IF / NESTED IFS

Performs conditional tests

**=IF(R1=5,"Yes","No")**

For simple conditions



#### Note

- IF: 1 variable
  - IFS: multiple variables
- if(text, true, false)  
 if(text, true, if(text, true, false))  
 if(text) == Nested IF  
 if(text, true, text, true, text, true)

## Output Format Management

### 18. CONCATENATE

Joins two or more text strings

**=CONCATENATE("A","B")**

Combines first name and last name in one cell



### 19. LEFT / RIGHT

Extracts characters from the start/end of a text string

**=LEFT(U1,4)**

The result: "Excel"



**=RIGHT(U1,5)**

The result: "Class"



### 20. MID

Extracts characters from the middle of a text string

**=MID(V1,7,7)**

7 characters starting from the 7th == Mastery



### 21. TEXT

Converts a value to text in a specific number format

**=TEXT(W1,"MM/DD/YYYY")**

1/10/2024 == Feb-24



### 22. IFERROR

Returns a custom result if a formula errors out

**=IFERROR(X1,0)**

Give 0 as output instead of #DIV/0!



# Excel 20study Guide

**Sabine Zange**



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### **Table of Contents Excel 20study Guide**

1. Understanding the eBook Excel 20study Guide
  - The Rise of Digital Reading Excel 20study Guide
  - Advantages of eBooks Over Traditional Books
2. Identifying Excel 20study Guide
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Excel 20study Guide
  - User-Friendly Interface
4. Exploring eBook Recommendations from Excel 20study Guide
  - Personalized Recommendations
  - Excel 20study Guide User Reviews and Ratings
  - Excel 20study Guide and Bestseller Lists

5. Accessing Excel 20study Guide Free and Paid eBooks
  - Excel 20study Guide Public Domain eBooks
  - Excel 20study Guide eBook Subscription Services
  - Excel 20study Guide Budget-Friendly Options
6. Navigating Excel 20study Guide eBook Formats
  - ePub, PDF, MOBI, and More
  - Excel 20study Guide Compatibility with Devices
  - Excel 20study Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Excel 20study Guide
  - Highlighting and Note-Taking Excel 20study Guide
  - Interactive Elements Excel 20study Guide
8. Staying Engaged with Excel 20study Guide
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Excel 20study Guide
9. Balancing eBooks and Physical Books Excel 20study Guide
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Excel 20study Guide
10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
11. Cultivating a Reading Routine Excel 20study Guide
  - Setting Reading Goals Excel 20study Guide
  - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Excel 20study Guide
  - Fact-Checking eBook Content of Excel 20study Guide
  - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
14. Embracing eBook Trends
- Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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