

Excel Formulas List in PDF | Download PDF (www.basictutorials.in)

Most Common Functions

Function	Syntax	Description
SUM	SUM(number1, number2, ...)	Adds up a range of numbers.
AVERAGE	AVERAGE(number1, number2, ...)	Calculates the average of a range of numbers.
MAX	MAX(number1, number2, ...)	Returns the largest value in a range.
MIN	MIN(number1, number2, ...)	Returns the smallest value in a range.
COUNT	COUNT(value1, value2, ...)	Counts the number of cells with numbers in a range.
COUNTA	COUNTA(value1, value2, ...)	Counts the number of non-empty cells in a range.
SUMIF	SUMIF(range, criteria, [sum_range])	Adds up numbers based on a specified condition.
COUNTIF	COUNTIF(range, criteria)	Counts cells based on a specified condition.
AVERAGEIF	AVERAGEIF(range, criteria, [average_range])	Calculates the average of numbers based on a specified condition.
SUMIFS	SUMIFS(sum_range, criteria_range1, criteria1, [criteria_range2, criteria2], ...)	Adds up numbers based on multiple conditions.
COUNTIFS	COUNTIFS(criteria_range1, criteria1, [criteria_range2, criteria2], ...)	Counts cells based on multiple conditions.
AVERAGEIFS	AVERAGEIFS(average_range, criteria_range1, criteria1, [criteria_range2, criteria2], ...)	Calculates the average of numbers based on multiple conditions.

Text Functions

Function	Syntax	Description
CONCATENATE	CONCATENATE(text1, text2, ...)	Combines multiple text strings into one.
LEFT	LEFT(text, num_chars)	Returns a specified number of characters from the beginning of a text string.
LEN	LEN(text)	Returns the length (number of characters) of a text string.
MID	MID(text, start_num, num_chars)	Returns a specified number of characters from the middle of a text string.
LOWER	LOWER(text)	Converts text to lowercase.
UPPER	UPPER(text)	Converts text to uppercase.
PROPER	PROPER(text)	Capitalizes the first letter of each word in a text string.
TEXT	TEXT(value, format_text)	Converts a value into text with a specified format.
SUBSTITUTE	SUBSTITUTE(text, old_text, new_text, instance_num)	Replaces occurrences of a specified substring with another substring in a text string.

Logical Functions

Function	Syntax	Description
IF	IF(logical_test, value_if_true, value_if_false)	Returns one value if a condition is true and another if false.
AND	AND(logical1, logical2, ...)	Returns TRUE if all arguments are true.
OR	OR(logical1, logical2, ...)	Returns TRUE if at least one argument is true.
NOT	NOT(logical)	Returns TRUE if the argument is false, and vice versa.

Lookup Functions

Function	Syntax	Description
VLOOKUP	VLOOKUP(lookup_value, table_array, col_index_num, [range_lookup])	Searches for a value in a table and returns a corresponding value from the same row.
HLOOKUP	HLOOKUP(lookup_value, table_array, row_index_num, [range_lookup])	Retrieves a value from a table using a match criterion.
INDEX and MATCH	INDEX(array, MATCH(lookup_value, lookup_array, [match_type]), [column_num])	Returns TRUE if at least one argument is true.
LOOKUP	LOOKUP(lookup_value, lookup_vector, [result_vector])	Searches for a value in a range and returns a corresponding value.