Excel Formula Cheat Sheet

Everyday calculations & logic | 32 practical examples

01 Math & statistics

FUNCTION	EXAMPLE FORMULA	WHAT IT DOES
SUM	`=SUM(B2:B10)`	Adds values
AVERAGE	`=AVERAGE(B2:B10)`	Calculates the mean
MIN	`=MIN(B2:B10)`	Smallest value
MAX	`=MAX(B2:B10)`	Largest value
COUNT	`=COUNT(B2:B10)`	Counts numeric cells
COUNTA	`=COUNTA(A2:A10)`	Counts nonempty cells
ROUND	`=ROUND(B2,2)`	Rounds to 2 decimal places
ABS	`=ABS(B2)`	Returns absolute value

02 Logic & conditional totals

FUNCTION	EXAMPLE FORMULA	WHAT IT DOES
IF	`=IF(B2>=60,"Pass","Fail")`	Returns a value based on a test
AND	`=AND(B2>=60,C2="Yes")`	TRUE if all tests are true
OR	`=OR(B2>=60,C2="Yes")`	TRUE if any test is true
IFERROR	`=IFERROR(A2/B2,0)`	Returns 0 if calculation errors
SUMIF	`=SUMIF(A2:A10,"East",B2:B10)`	Adds values matching a condition
COUNTIF	`=COUNTIF(A2:A10,"East")`	Counts matching cells
AVERAGEIF	`=AVERAGEIF(A2:A10,"East",B2:B10)`	Averages values matching a condition
SUMIFS	`=SUMIFS(C2:C10,A2:A10,"East",B2:B10,"Paid")`	Adds values matching multiple conditions

Quick tips

Start every formula with =. Copy a formula down using the fill handle.
Use A2 to lock a row and column; A2 changes when copied.
Examples use English Excel with comma separators; some locales use semicolons.

Excel Formula Cheat Sheet

Lookups, text, dates & arrays | 32 practical examples

03 Lookups

FUNCTION	EXAMPLE FORMULA	WHAT IT DOES
XLOOKUP*	`=XLOOKUP(E2,A2:A10,B2:B10,"Not found")`	Finds a matching value and returns a result
VLOOKUP	`=VLOOKUP(E2,A2:C10,3,FALSE)`	Exact match; returns column 3
INDEX + MATCH	`=INDEX(B2:B10,MATCH(E2,A2:A10,0))`	Flexible exact-match lookup
MATCH	`=MATCH(E2,A2:A10,0)`	Returns relative position

04 Text

FUNCTION	EXAMPLE FORMULA	WHAT IT DOES
TRIM	`=TRIM(A2)`	Removes extra ordinary spaces
LEFT	`=LEFT(A2,3)`	Returns first 3 characters
RIGHT	`=RIGHT(A2,4)`	Returns last 4 characters
LEN	`=LEN(A2)`	Counts characters
TEXT	`=TEXT(B2,"0.00")`	Formats a number as text
& operator	`=A2&" "&B2`	Combines two values with a space

05 Dates & dynamic arrays

FUNCTION	EXAMPLE FORMULA	WHAT IT DOES
TODAY	`=TODAY()`	Returns current date
EOMONTH	`=EOMONTH(A2,0)`	Last day of the same month
NETWORKDAYS	`=NETWORKDAYS(A2,B2)`	Weekdays between two dates
FILTER*	`=FILTER(A2:C10,C2:C10="Paid","None")`	Returns matching rows
SORT*	`=SORT(A2:C10,2,1)`	Sorts by column 2 ascending
UNIQUE*	`=UNIQUE(A2:A10)`	Returns distinct values

Quick tips

* XLOOKUP, FILTER, SORT and UNIQUE require Microsoft 365 or Excel 2021 or later.
Use FALSE in VLOOKUP for an exact match; lookup values should be in the first column.
NETWORKDAYS excludes Saturday and Sunday; add a holiday range if required.