

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

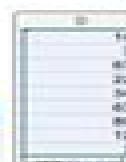


4. MIN

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(B3:B3,D2:F2,2,FALSE)

To find B3 in the top row D2:F2

Student Name	John	Alice	Bob	George
Maths	55	58	59	54
Science	60	62	61	58

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

Emp ID	Employee Name	Department
101	John Doe	Marketing
102	Jane Smith	Sales
103	Mike Johnson	Finance

Referencing

7. INDEX

Returns a value in table based on row & column number

=INDEX(K3:L3,D3,L3)

For the value in the 3rd row & 2nd column from the range K3:L3

Student Name	Maths
John	55
Alice	58
Bob	59
George	54
John	55
Alice	58

8. MATCH

Searches for a value and returns its relative position

=MATCH(L3,M3:M9,0)

To find L3's position from the range M3:M9

Student Name	Maths
John	55
Alice	58
Bob	59
George	54
John	55
Alice	58

9. VLOOKUP

Searches for a value in the first column of a range

=VLOOKUP(C3,H3:I3,2,FALSE)

To find C3 in H3:I3

Student Name	Maths
John	55
Alice	58
Bob	59
George	54
John	55
Alice	58

Tips

- 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(D1:D9,">5")

To count cells greater than 5



13. COUNTA

Counts non-empty cells

=COUNTA(G1:G9)

To count all non-empty cells in a range



14. SUMIF / SUMIFS

Adds cells that meet a condition

=SUMIF(F1:F9,">5")

To sum values over 5



15. IF / NESTED IFs

Performs conditional tests

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

For simple conditions

R	S	T
5	=IF(R1>5,"Yes","No")	

Note

- IF: 1 variable
 - IFS: multiple variables
- if(text, true, false)
if(test1, true, if(test2, true, false))
if(test1, true, test2, true, test3, true)

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

S	T
5	=AND(S1>5,S2>2)

=OR(S1>5,S2>2)

Just 1 condition is true ==> Output is true

S	T
5	=OR(S1>5,S2>2)

Output Format Management

18. CONCATENATE

Joins two or more text strings

=CONCATENATE(K1," ")L1

Combine first name and last name in one cell

First Name	Last Name	Full Name
John	Doe	=CONCATENATE(K1," ")L1

19. LEFT / RIGHT

Extracts characters from the start/end of a text string

=LEFT(U1,3)

The result: "Excel"

=RIGHT(U1,3)

The result: "Class"

Excel	Mastery	Class
=LEFT(U1,3)		

Excel	Mastery	Class
=RIGHT(U1,3)		

20. MID

Extracts characters from the middle of a text string

=MID(V1,7,7)

7 characters starting from the 7th => Mastery

Excel	Mastery	Class
=MID(V1,7,7)		

21. TEXT

Converts a value to text in a specific number format

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

17/02/2024 ==> Feb-24

Date	Formatted Date
=TEXT(W1,"MM/DD/YYYY")	

22. IFERROR

Returns a custom result if a formula errors out

=IFERROR(X1,"")

Give 0 as output instead of #DIV/0!

Value	Result
=X1	=IFERROR(X1,"")



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John Michaloudis, Bryan Hong



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