

Excel Formulas

CHEAT SHEET AND NOTEBOOK

Basic math

= A1 + B1	Addition
= A1 - B1	Subtraction
= A1 * B1	Multiplication
= A1 / B1	Division
= SUM(A1:A10)	Sum
= AVERAGE(A1:A10)	Average
= MAX(A1:A10)	Max
= MIN(A1:A10)	Min
= COUNT(A1:A10)	Count

Math functions

= ROUND(A1, 2)	Round to x decimal places
= TRUNC(A1, 2)	Truncate to x decimal places
= CEILING(A1, 2)	Round up to nearest multiple of x
= FLOOR(A1, 2)	Round down to nearest multiple of x
= SQRT(A1)	Return square root
= ABS(A1)	Return absolute value

Logical functions

= IF(A1>2, "Greater than 2", "Less than or equal to 2")	IF statement
= AND(A1>2, A2<10)	AND statement
= OR(A1>2, A2<10)	OR statement
= NOT(A1>10)	NOT statement
= IFERROR(A1/A2, "Error!")	IFERROR statement

Text functions

= CONCATENATE(A1, " ", A2)	Combine multiple text strings
= LEFT(A1, 2)	Extract characters from left of string
= RIGHT(A1, 2)	Extract characters from right of string
= MID(A1, 3, 5)	Extract x number of characters
= FIND("abc", A1)	Find the position of characters
= LEN(A1)	Return the number of characters

Date and time functions

= NOW()	Date and time
= TODAY()	Date today
= YEAR(A1)	Return year
= MONTH(A1)	Return month
= DAY(A1)	Return day
= HOUR(A1)	Return hour
= MINUTE(A1)	Return minute
= SECOND(A1)	Return second
= DATEVALUE(A1)	Serialize

Basic Excel Formulas Cheat Sheet 2013

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