

TOP 30 EXCEL Important Functions:

for interview preparation as well as for company use.

1. SUM()

Example Table: Sales Data

Product	Sales Q1	Sales Q2	Sales Q3	Sales Q4
Product A	500	600	550	700
Product B	400	450	500	600
Product C	600	700	650	800

Formula:

=SUM(B2:E2)

Explanation: Calculates the total sales for Product A across all quarters.

Result: 2350

Rating: Interview Prep: 10/10 | Company Use: 10/10

2. AVERAGE()

Example Table: Test Scores

Student	Test 1	Test 2	Test 3
John Doe	85	90	88
Jane Smith	78	84	80
Sam Brown	92	95	91

Formula:

=AVERAGE(B2:D2)

Explanation: Calculates the average score of John Doe across all tests.

Result: 87.67

Rating: Interview Prep: 9/10 | Company Use: 10/10

3. COUNT ()

Example Table: Attendance

Day	Present
Monday	1
Tuesday	1
Wednesday	0
Thursday	1
Friday	1

Formula:

=COUNT(B2:B6)

Explanation: Counts the number of days where there is a presence (assuming 1 indicates present).

Result: 5

Rating: Interview Prep: 9/10 | Company Use: 10/10

4. COUNTA ()

Example Table: Inventory

Item	Quantity
Item 1	10
Item 2	15
Item 3	8
Item 4	
Item 5	12

Formula:

```
=COUNTA(B2:B6)
```

Explanation: Counts the number of non-empty cells in the Quantity column.

Result: 4

Rating: Interview Prep: 8/10 | Company Use: 9/10

5. IF()

Example Table: Sales Data

Product	Sales
Product A	150
Product B	200
Product C	100

Formula:

```
=IF(B2>100, "Good", "Needs Improvement")
```

Explanation: Checks if the sales for Product A are greater than 100, returns "Good" if true, "Needs Improvement" if false.

Result: "Good"

Rating: Interview Prep: 10/10 | Company Use: 10/10

6. IFERROR()

Example Table: **Division Data**

Numerator	Denominator	Result
10	2	5
5	0	#DIV/0!
20	4	5

Formula:

```
=IFERROR(A2/B2, "Error")
```

Explanation: Divides the Numerator by the Denominator, and if there's an error (e.g., division by zero), it returns "Error".

Result: "5", "Error", "5"

Rating: Interview Prep: 9/10 | Company Use: 10/10

7. **VLOOKUP()**

Example Table: **Product Lookup**

Product ID	Product Name	Price
101	Product A	50
102	Product B	30
103	Product C	40

Formula:

```
=VLOOKUP(102, A2:C4, 2, FALSE)
```

Explanation: Looks up the Product Name for Product ID 102.

Result: "Product B"

Rating: Interview Prep: 10/10 | Company Use: 10/10

8. **HLOOKUP()**

Example Table: **Sales by Quarter**

Product	Q1	Q2	Q3	Q4
A	200	250	300	400
B	150	180	210	240
C	100	130	160	190

Formula:

```
=HLOOKUP("Q3", B1:E2, 2, FALSE)
```

Explanation: Looks up the sales for Product A in Q3.

Result: "300"

Rating: Interview Prep: 8/10 | Company Use: 9/10

9. INDEX()

Example Table: Employee Data

Employee ID	Name	Department
001	John Doe	IT
002	Jane Smith	HR
003	Sam Brown	Sales

Formula:

```
=INDEX(B2:B4, 2)
```

Explanation: Returns the value in the second row of the Name column.

Result: "Jane Smith"

Rating: Interview Prep: 9/10 | Company Use: 10/10

10. MATCH()

Example Table: Employee Data

Employee ID	Name	Department
001	John Doe	IT
002	Jane Smith	HR
003	Sam Brown	Sales

Formula:

```
=MATCH("Jane Smith", B2:B4, 0)
```

Explanation: Finds the position of "Jane Smith" in the **Name** column.

Result: 2

Rating: Interview Prep: 9/10 | Company Use: 10/10

11. **CONCATENATE()**

Example Table: **Employee Names**

First Name	Last Name
John	Doe
Jane	Smith
Sam	Brown

Formula:

```
=CONCATENATE(A2, " ", B2)
```

Explanation: Combines the first and last names into a full name.

Result: "John Doe"

Rating: Interview Prep: 8/10 | Company Use: 9/10

12. **TEXT()**

Example Table: **Dates**

Date	Formatted Date
01/01/2024	01 January 2024
02/01/2024	02 January 2024
03/01/2024	03 January 2024

Formula:

```
=TEXT(A2, "dd mmmm yyyy")
```

Explanation: Formats the date in a custom format.

Result: "01 January 2024"

Rating: Interview Prep: 9/10 | Company Use: 9/10

13. LEFT()

Example Table: Employee IDs

Employee ID	Name
E1234	John Doe
E5678	Jane Smith
E9101	Sam Brown

Formula:

```
=LEFT(A2, 1)
```

Explanation: Extracts the first character from the Employee ID.

Result: "E"

Rating: Interview Prep: 8/10 | Company Use: 9/10

14. RIGHT()

Example Table: Employee IDs

Employee ID	Name
E1234	John Doe
E5678	Jane Smith
E9101	Sam Brown

Formula:

```
=RIGHT(A2, 4)
```

Explanation: Extracts the last four characters from the Employee ID.

Result: "1234"

Rating: Interview Prep: 8/10 | Company Use: 9/10

15. MID()

Example Table: Serial Numbers

Serial Number
ABC123XYZ
DEF456UVW
GHI789MNO

Formula:

```
=MID(A2, 4, 3)
```

Explanation: Extracts 3 characters starting from the 4th character in the Serial Number.

Result: "123"

Rating: Interview Prep: 8/10 | Company Use: 9/10

16. LEN()

Example Table: Product Codes

Product Code
A123B456
C789D012
E345F678

Formula:

=LEN(A2)

Explanation: Returns the length of the Product Code.

Result: 8

Rating: Interview Prep: 7/10 | Company Use: 9/10

17. TRIM()

Example Table: Employee Names

Name
John Doe
Jane Smith
Sam Brown

Formula:

=TRIM(A2)

Explanation: Removes any extra spaces from the text in the Name column.

Result: "John Doe"

Rating: Interview Prep: 8/10 | Company Use: 9/10

18. SUBSTITUTE()

Example Table: Product Codes

Product Code

A123B456

C789D012

E345F678

Formula:

`=SUBSTITUTE(A2, "123", "999")`

Explanation: Replaces the substring "123" in the Product Code with "999".

Result: "A999B456"

Rating: Interview Prep: 8/10 | Company Use: 9/10

19. REPLACE()

Example Table: Phone Numbers

Phone Number

123-456-7890

987-654-3210

555-123-4567

Formula:

`=REPLACE(A2, 1, 3, "555")`

Explanation: Replaces the first three characters of the Phone Number with "555".

Result: "555-456-7890"

Rating: Interview Prep: 8/10 | Company Use: 9/10

20. FIND()

Example Table: Employee IDs

Employee ID

A123B456
C789D012
E345F678

Formula:

`=FIND("B", A2)`

Explanation: Finds the position of the character "B" in the Employee ID.

Result: 5

Rating: Interview Prep: 7/10 | Company Use: 8/10

21. SEARCH()

Example Table: Product Descriptions

Description
New iPhone 12
Samsung Galaxy S21
Google Pixel 5

Formula:

`=SEARCH("Galaxy", A2)`

Explanation: Finds the position of the substring "Galaxy" in the Description. Unlike FIND(), SEARCH() is case-insensitive.

Result: 9

Rating: Interview Prep: 7/10 | Company Use: 8/10

22. LOWER()

Example Table: Names

Name

JOHN DOE
JANE SMITH
SAM BROWN

Formula:

=LOWER(A2)

Explanation: Converts the text in **Name** to lowercase.

Result: "john doe"

Rating: Interview Prep: 7/10 | Company Use: 8/10

23. UPPER()

Example Table: **Names**

Name
John Doe
Jane Smith
Sam Brown

Formula:

=UPPER(A2)

Explanation: Converts the text in **Name** to uppercase.

Result: "JOHN DOE"

Rating: Interview Prep: 7/10 | Company Use: 8/10

24. PROPER()

Example Table: **Names**

Name

john doe
jane smith
sam brown

Formula:

=PROPER(A2)

Explanation: Capitalizes the first letter of each word in **Name**.

Result: "John Doe"

Rating: Interview Prep: 8/10 | Company Use: 8/10

25. NOW()

Example Table: **Date/Time Data**

Event	Date/Time
Meeting	NOW()

Formula:

=NOW()

Explanation: Returns the current date and time.

Result: Current date and time (e.g., "09/04/2024 10:30 AM")

Rating: Interview Prep: 7/10 | Company Use: 9/10

26. TODAY()

Example Table: **Reports**

Report Name	Due Date
Sales	TODAY()

Formula:

=TODAY()

Explanation: Returns the current date without the time.

Result: Current date (e.g., "09/04/2024")

Rating: Interview Prep: 7/10 | Company Use: 9/10

27. DATEDIF()

Example Table: Employee Tenure

Employee Name	Start Date	End Date	Tenure (years)
John Doe	01/01/2015	09/04/2024	=DATEDIF(B2, C2, "y")

Explanation: Calculates the number of complete years between the Start Date and End Date.

Result: 9

Rating: Interview Prep: 8/10 | Company Use: 9/10

28. NETWORKDAYS()

Example Table: Project Deadlines

Project Name	Start Date	End Date	Working Days
Project X	01/03/2024	01/10/2024	=NETWORKDAYS(B2, C2)

Explanation: Calculates the number of working days between Start Date and End Date.

Result: 6 (excluding weekends)

Rating: Interview Prep: 8/10 | Company Use: 9/10

29. SUMIF()

Example Table: Sales Data

Product	Sales
A	200
B	150
A	250

B	180
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Formula:

```
=SUMIF(A2:A5, "A", B2:B5)
```

Explanation: Sums the sales for Product A.

Result: 450

Rating: Interview Prep: 9/10 | Company Use: 10/10

30. SUMIFS()

Example Table: Sales Data

Product	Region	Sales
A	North	200
B	South	150
A	North	250
B	North	180

Formula:

```
=SUMIFS(C2:C5, A2:A5, "A", B2:B5, "North")
```

Explanation: Sums the sales for Product A in the North region.

Result: 450

Rating: Interview Prep: 10/10 | Company Use: 10/10
