**EXCEL FORMULAS AND THEIR FUNCTIONS**

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| S/N | **FORMULAS** | **FUNCTIONS** |
| 1. | =MIN(A1:A10) | Returns the smallest value in the range |
| 2. | =MAX(A1:A10) | Returns the largest value in the range |
| 3. | =COUNT(A1:A10) | Counts how many numeric values in the range |
| 4. | =COUNTA(A1:A10) | Counts all non-empty cells(numbers,text,etc) |
| 5. | =CONCAT(A1,” ”,B1) | Joins text from multiple cells into one |
| 6. | =LEFT(A1,4) | Extracts the first last 4 characters from cell A1 |
| 7. | =RIGHT(A1,3) | Extracts the first last 3 characters from cell A1 |
| 8. | =LEN(A1) | Counts the number of characters in a cell |
| 9. | =TRIM(A1) | Removes extra spaces from text |
|  | =PROPER(A1) | Capitalizes the first letter of each word |
| 11. | =IF(A1>50, “Pass”, “Fail”) | Returns “Pass” if A1>50, otherwise “Fail” |
| 12. | =AND(A1>10, B1<20) | Returns TRUE if both conditions are true |
| 13. | =OR(A1>10, B1<20) | Returns TRUE if at least one condition is true |
| 14. | =VLOOKUP(25, A2:C10, 2, FALSE) | Looks for 25 in the first column of range A2:C10 and returns the matching value from the 2nd column |
| 15. | =HLOOKUP(25, A1:J2, 2, FALSE) | Similar to VLOOKUP but searches horizontally |
| 16. | XLOOKUP(25, A2:A10, B2:B10) | Finds 25 in A2:A10 and returns the corresponding value from B2:B10(more flexible than VLOOKUP) |
| 17. | =TODAY( ) | Returns the current date |
|  | =NOW( ) | Returns the current date and time |
| 19. | =ROUND(12.3456, 2) | Rounds a number to 2 decimal places |
| 20. | =IFERROR(A1/B1, “Error”) | Returns “Error” instead of showing an Excel error if B1=0 |