

Cheatsheet Excel

1. Statistics

SUM : Summing data values
SUMIF : Summing data with a condition
SUMIFS : Summing data with various conditions
SUBTOTAL : Statistics function only apply on fields that appear

AVERAGE : Calculating averages
AVERAGEIF : Calculating averages with a condition
AVERAGEIFS : Calculating averages with various conditions

COUNT : Count filled cells (number)
COUNTIF : Count filled cells (number) with a condition
COUNTIFS : Count filled cells (number) with various conditions
COUNTA : Count filled cells (text / number)

MIN : Calling the lowest value
MAX : Calling the highest value
SMALL : Calling the lowest value in order
LARGE : Calling the highest value in order

ROUND : Decimal round function
ROUNDUP : Decimal round up function
ROUNDDOWN : Decimal round down function

MEDIAN : Calling the median
MODE : Calling the mode

Cheatsheet Excel

2. Lookup

VLOOKUP	: Calling values from another table (Vertical)
HLOOKUP	: Calling values from another table (Horizontal)
XLOOKUP	: Calling values from other tables with various positions
INDEX	: Calling values from a range based on columns and rows
MATCH	: Calling the position (index) of data

3. Logic Function / IF

IF	: Logic function with a condition
IFS	: Logic function with various conditions
IFERROR	: Function to resolve Logic Error
AND	: Logic function TRUE or FALSE (TRUE + FALSE = FALSE)
OR	: Logic function TRUE or FALSE (TRUE + FALSE = TRUE)

4. Array

LEN	: Count the number of characters in the cell
SUBSTITUTE	: Replace a word with another word (Find & Replace)
ROW	: Calling the row index of a cell
ROWS	: Count the number of rows in a range
COLUMN	: Calling the column index of a cell
COLUMNS	: Count the number of column in a range
RANK	: Calling ranking data from a range
RAND	: Calling a random value (decimal)
RANDBETWEEN	: Calling a random value with a range (decimal)

Cheatsheet Excel

5. Text

LEFT	: Calling a character from the left
MID	: Calling a character from a specific position
RIGHT	: Calling a character from the right
" & "	: Used to join text / value
FIND	: Calling the character position of the searched word (Sensitive)
SEARCH	: Calling the character position of the searched word (Insensitive)
WILDCARD (*)	: Represents 1 or more characters
WILDCARD (?)	: Represents 1 characters
TRIM	: Removing redundant spaces in an Array
UPPER	: Uppercase text
LOWER	: Lowercase text
PROPER	: Uppercase the first character in word

6. Date

TODAY	: Calling the current date
DATE	: Creating manual dates
DAY	: Calling day of date
MONTH	: Calling month of date
YEAR	: Calling year of date
NOW	: Calling the current date and time
TIME	: Creating manual clocks
SECOND	: Calling seconds in time
MINUTE	: Calling minutes in time
HOUR	: Calling hours in time

Cheatsheet Excel

7. Others

VSTACK : Joining tables/arrays

Double Unary : Convert TRUE or FALSE value to 1 or 0 (CTRL + SHIFT + ENTER)

Operator (--)

Muhammad Farras Rizki

