

Excel Formulas Cheat Sheet

MAX / MIN

Find largest/smallest value.

=MAX(range)

=MIN(range)

IF / IFS

Conditional logic.

=IF(A2>30,"Old","Young")

=IFS(A2="HR","Fire", A2="Sales", "Sales")

LEN

Count characters.

=LEN(A2)

LEFT / RIGHT

Extract characters.

=LEFT(A2,3) → first 3

=RIGHT(A2,4) → last 4

TEXT

Convert to text format.

=TEXT(A2,"DD/MM/YYYY")

TRIM

Remove extra spaces.

=TRIM(A2)

CONCATENATE / &

Join text.

=A2&" "&B2;

=CONCATENATE(A2," ",B2)

SUBSTITUTE

Replace text.

=SUBSTITUTE(A2,"-","/")

SUM / SUMIF / SUMIFS

Add numbers.

=SUM(C2:C10)

=SUMIF(C2:C10,>50000")

=SUMIFS(C2:C10,A2:A10,"HR")

COUNT / COUNTIF / COUNTIFS

Count items.

=COUNT(C2:C10)

=COUNTIF(C2:C10,>45000")

=COUNTIFS(A2:A10,"F",C2:C10,>30")

DAY / NETWORKDAYS

Date differences.

=DAY(end,start)

=NETWORKDAYS(start,end,[holidays])