

Excel Formulas Reference Table

Formula	Definition	Syntax / Example
MAX / MIN	Find largest or smallest value	MAX(range) → highest MIN(range) → lowest
IF	Return value if condition true/false	IF(A2>30,"Old","Young")
IFS	Multiple conditions checked in order	IFS(A2="HR","Fire", A2="Sales","Sales")
LEN	Count characters in text	LEN(A2) → counts length
LEFT / RIGHT	Extract text from left/right side	LEFT(A2,3) → first 3 RIGHT(A2,4) → last 4
TEXT	Convert numbers/dates to text	TEXT(A2,"DD/MM/YYYY")
TRIM	Remove extra spaces	TRIM(A2)
CONCATENATE / &	Join text together	A2&" "&B2 CONCATENATE(A2," ",B2)
SUBSTITUTE	Replace text with new text	SUBSTITUTE(A2,"-","/")
SUM	Add numbers	SUM(C2:C10)
SUMIF	Add numbers with one condition	SUMIF(C2:C10,">50000")
SUMIFS	Add numbers with multiple conditions	SUMIFS(C2:C10,A2:A10,"HR")
COUNT	Count numeric values	COUNT(C2:C10)
COUNTIF	Count values meeting one condition	COUNTIF(C2:C10,">45000")
COUNTIFS	Count values with multiple conditions	COUNTIFS(A2:A10,"F",C2:C10,">30")
DAYS	Days between two dates	DAYS(end,start)
NETWORKDAYS	Working days between two dates	NETWORKDAYS(start,end,[holidays])