

# 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")

### ***DAYS / NETWORKDAYS***

Date differences.

=DAYS(end,start)

=NETWORKDAYS(start,end,[holidays])