

## 1. SUM

- **Structure:** =SUM(number1, [number2], ...)
- **Example:** =SUM(A1:A10)

## 2. SUMIF

- **Structure:** =SUMIF(range, criteria, [sum\_range])
- **Example:** =SUMIF(A1:A10, ">10", B1:B10)

## 3. AVERAGE

- **Structure:** =AVERAGE(number1, [number2], ...)
- **Example:** =AVERAGE(A1:A10)

## 4. IF

- **Structure:** =IF(logical\_test, value\_if\_true, value\_if\_false)
- **Example:** =IF(A1>10, "Yes", "No")

## 5. VLOOKUP

- **Structure:** =VLOOKUP(lookup\_value, whole\_table, ans\_col\_num, exact\_approximate)
- **Example:** =VLOOKUP(A1, B1:C10, 2, FALSE)

## 6. HLOOKUP

- **Structure:** =HLOOKUP(lookup\_value, table\_array, row\_index\_num, [range\_lookup])
- **Example:** =HLOOKUP(A1, A2:F10, 3, FALSE)

## 7. INDEX

- **Structure:** =INDEX(array, row\_num, [column\_num])
- **Example:** =INDEX(A1:C10, 2, 3)

## 8. MATCH

- **Structure:** =MATCH(lookup\_value, lookup\_array, [match\_type])
- **Example:** =MATCH(A1, B1:B10, 0)

## 9. CONCATENATE (or CONCAT)

- **Structure:** =CONCATENATE(text1, [text2], ...)
- **Example:** =CONCATENATE(A1, " ", B1)

## 10. COUNT

- **Structure:** =COUNT(value1, [value2], ...)
- **Example:** =COUNT(A1:A10)

## 11. COUNTA

- **Structure:** =COUNTA(value1, [value2], ...)
- **Example:** =COUNTA(A1:A10)

## 12. AVERAGEIF

- **Structure:** =AVERAGEIF(crit\_range, criteria, [average\_range])
- **Example:** =AVERAGEIF(A1:A10, ">10", B1:B10)
- **Description:** Calculates the average of cells that meet a specified condition.

## 13. AVERAGEIFS

- **Structure:** =AVERAGEIFS(average\_range, criteria\_range1, criteria1, [criteria\_range2, criteria2], ...)
- ans\_range, 1st\_cri\_range, 1st\_cri, 2nd\_cri\_range, 2nd\_cri
- **Example:** =AVERAGEIFS(B1:B10, A1:A10, ">10", C1:C10, "<20")
- **Description:** Calculates the average of cells that meet multiple conditions.