Excel Formulas Cheat Sheet (For Data Analysts)

Basic Functions

=SUM(A1:A10) → Adds numbers in a range

=AVERAGE(A1:A10) → Finds mean value

=COUNT(A1:A10) → Counts numeric cells

=COUNTA(A1:A10) → Counts non-empty cells

=MAX(A1:A10) → Finds maximum value

=MIN(A1:A10) → Finds minimum value

Text Functions

=TRIM(A1) → Removes extra spaces

=LEN(A1) → Counts characters

=CONCAT(A1,B1) → Joins text

=FIND("x",A1) → Finds position of text

=SEARCH("x",A1) → Case-insensitive search

=REPLACE(A1,1,3,"Hi") → Replaces part of text

=SUBSTITUTE(A1,"old","new") → Replaces all instances

Date & Time Functions

=TODAY() → Current date

=NOW() → Current date & time

=DAY(A1) → Extracts day

=MONTH(A1) → Extracts month

=YEAR(A1) → Extracts year

=DATEDIF(A1,B1,"d") → Days between two dates

=NETWORKDAYS(A1,B1) → Working days between two dates

Numerical Functions

=ROUND(A1,2) → Rounds to decimals

=ROUNDUP(A1,0) → Rounds up

=ROUNDDOWN(A1,0) → Rounds down

=INT(A1) → Integer value

=MOD(A1,2) → Remainder after division

Conditional Functions

=IF(A1>50,"Pass","Fail") → Returns based on condition

=IFS(A1=1,"One",A1=2,"Two") → Multiple conditions

=AND(A1>10,B1<20) → Checks multiple conditions (True/False)

=OR(A1>10,B1<20) → Returns True if any condition true

Lookup Functions

=VLOOKUP(101,A2:D10,2,FALSE) → Vertical lookup

=HLOOKUP(101,A2:D10,2,FALSE) → Horizontal lookup

=XLOOKUP(101,A2:A10,B2:B10,"Not Found") → Flexible lookup

=LOOKUP(101,A2:A10,B2:B10) → Legacy lookup