

Ultimate Excel Guide: Top 80 Functions

SUM

Adds up a range of numbers.
Example: =SUM(A1:A5)

AVERAGE

Calculates the average of a range of numbers.
Example: =AVERAGE(A1:A5)

COUNT

Counts the number of cells in a range that contains numbers.
Example: =COUNT(A1:A5)

MAX

Returns the highest value in a range of numbers.
Example: =MAX(A1:A5)

MIN

Returns the lowest value in a range of numbers.
Example: =MIN(A1:A5)

IF

Returns one value if a condition is true and another value if it is false.
Example: =IF(A1>10,"Yes","No")

AND

Returns true if all arguments are true.
Example: =AND(A1>10,B1<20)

OR

Returns true if any argument is true.
Example: =OR(A1>10,B1<20)

NOT

Returns the opposite of a logical value.
Example: =NOT(A1>10)

ROUND

Rounds a number to a specified number of digits.
Example: =ROUND(A1,2)

TODAY

Returns the current date.
Example: =TODAY()

NOW

Returns the current date and time.
Example: =NOW()

CONCATENATE

Joins two or more strings of text into one string.
Example: =CONCATENATE("Hello","","World")

LEFT

Returns a specified number of characters from the left of a text string.
Example: =LEFT(A1,5)

RIGHT

Returns a specified number of characters from the right of a text string.
Example: =RIGHT(A1,5)

MID

Returns a specified number of characters from the middle of a text string.
Example: =MID(A1,3,5)

LEN

Returns the length of a text string.
Example: =LEN(A1)

SUBSTITUTE

Replaces text in a text string with new text.
Example: =SUBSTITUTE(A1,"old","new")

TRIM

Removes leading and trailing spaces from a text string.
Example: =TRIM(A1)

PROPER

Capitalizes the first letter of each word in a text string.
Example: =PROPER(A1)

LOWER

Converts text to lowercase.
Example: =LOWER(A1)

UPPER

Converts text to uppercase.
Example: =UPPER(A1)

DATE

Returns the serial number of a date.
Example: =DATE(2022,4,6)

TIME

Returns the serial number of a time.
Example: =TIME(12,30,0)

VLOOKUP

Looks up a value in a table and returns a corresponding value in the same row.
Example: =VLOOKUP(A1,A2:B5,2,FALSE)

HLOOKUP

Looks up a value in a table and returns a corresponding value in the same column.
Example: =HLOOKUP(A1,A2:B5,2,FALSE)

INDEX

Returns a value or reference to a value from within a table or range.
Example: =INDEX(A1:B5,3,2)

MATCH

Looks up a value in a range and returns the position of the value within the range.
Example: =MATCH(A1,A2:A5,0)

CHOOSE

Selects a value from a list of values based on a specified position.
Example: =CHOOSE(2,"Monday","Tuesday","Wednesday")

ROUNDUP

Rounds a number up to a specified number of digits.
Example: =ROUNDUP(A1,2)

ROUNDDOWN

Rounds a number down to a specified number of digits.
Example: =ROUNDDOWN(A1,2)

RAND

Returns a random number between 0 and 1.
Example: =RAND()

RANK

Returns the rank of a number within a range of numbers.
Example: =RANK(A1,A2:A5)

COUNTIF

Counts the number of cells in a range that meet a specified criterion.
Example: =COUNTIF(A1:A5,">10")

SUMIF

Adds up the cells in a range that meet a specified criterion.
Example: =SUMIF(A1:A5,">10")

AVERAGEIF

Calculates the average of the cells in a range that meet a specified criterion.
Example: =AVERAGEIF(A1:A5,">10")

COUNTIFS

Counts the number of cells in a range that meet multiple specified criteria.
Example: =COUNTIFS(A1:A5,">10",B1:B5,"<20")

SUMIFS

Adds up the cells in a range that meet multiple specified criteria.
Example: =SUMIFS(A1:A5,">10",B1:B5,"<20")

AVERAGEIFS

Calculates the average of the cells in a range that meet multiple specified criteria.
Example: =AVERAGEIFS(A1:A5,">10",B1:B5,"<20")

IFERROR

Returns a value if a formula evaluates to an error; otherwise, returns the result of the formula.
Example: =IFERROR(A1/B1,"Error")

TEXT

Converts a value to text in a specific format.
Example: =TEXT(A1,"0.00")

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LEFTB

Returns a specified number of bytes from the left of a text string.
Example: =LEFTB(A1,5)

RIGHTB

Returns a specified number of bytes from the right of a text string.
Example: =RIGHTB(A1,5)

MIDB

Returns a specified number of bytes from the middle of a text string.
Example: =MIDB(A1,3,5)

LENB

Returns the number of bytes in a text string.
Example: =LENB(A1)

SUBSTITUTE

Replaces bytes in a text string with new bytes.
Example: =SUBSTITUTE(A1,"old","new")

TRIMB

Removes leading and trailing spaces from a text string in bytes.
Example: =TRIMB(A1)

PROPERB

Capitalizes the first byte of each word in a text string.
Example: =PROPERB(A1)

LOWERB

Converts text to lowercase in bytes.
Example: =LOWERB(A1)

UPPERB

Converts text to uppercase in bytes.
Example: =UPPERB(A1)

DATEVALUE

Converts a date string to a serial number.
Example: =DATEVALUE("4/6/2023")

TIMEVALUE

Converts a time string to a decimal number.
Example: =TIMEVALUE("10:30 AM")

YEAR

Returns the year of a date.
Example: =YEAR(A1)

MONTH

Returns the month of a date.
Example: =MONTH(A1)

DAY

Returns the day of a date.
Example: =DAY(A1)

HOUR

Returns the hour of a time.
Example: =HOUR(A1)

MINUTE

Returns the minute of a time.
Example: =MINUTE(A1)

SECOND

Returns the second of a time.
Example: =SECOND(A1)

NOW

Returns the current date and time.
Example: =NOW()

TODAY

Returns the current date.
Example: =TODAY()

NETWORKDAYS

Calculates the number of workdays between two dates.
Example: =NETWORKDAYS(A1,B1)

WORKDAY

Calculates the date that is a specified number of workdays away from a starting date.
Example: =WORKDAY(A1,5)

EOMONTH

Calculates the last day of the month that is a specified number of months away from a starting date.
Example: =EOMONTH(A1,3)

DATEDIF

Calculates the difference between two dates in years, months, or days.
Example: =DATEDIF(A1,B1,"d")

TIME

Returns a decimal number representing a particular time.
Example: =TIME(10,30,0)

DATE

Returns a serial number representing a particular date.
Example: =DATE(2023,4,6)

DAYS

Calculates the number of days between two dates.
Example: =DAYS(A1,B1)

WEEKNUM

Returns the week number of a date.
Example: =WEEKNUM(A1)

ISNUMBER

Returns TRUE if a value is a number.
Example: =ISNUMBER(A1)

ISTEXT

Returns TRUE if a value is text.
Example: =ISTEXT(A1)

ISBLANK

Returns TRUE if a value is blank.
Example: =ISBLANK(A1)

IF

Returns one value if a condition is true, and another value if it's false.
Example: =IF(A1>10,"Yes","No")

AND

Returns TRUE if all arguments are true.
Example: =AND(A1>10,B1<20)

OR

Returns TRUE if any argument is true.
Example: =OR(A1>10,B1<20)

NOT

Returns the opposite of a logical value.
Example: =NOT(A1>10)

SUMPRODUCT

Multiplies corresponding values in two or more ranges and returns the sum of those products.
Example: =SUMPRODUCT(A1:A5,B1:B5)

CONCATENATE

Joins two or more text strings into one.
Example: =CONCATENATE(A1," ",B1)

TEXTJOIN

Joins two or more text strings into one, with a specified delimiter.
Example: =TEXTJOIN(";",TRUE,A1:A5)

MAXIFS

Returns the maximum value in a range that meets multiple criteria.
Example: =MAXIFS(A1:A5,A1:A5,">10",B1:B5,"<20")

MINIFS

Returns the minimum value in a range that meets multiple criteria.
Example: =MINIFS(A1:A5,A1:A5,">10",B1:B5,"<20")



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