Working Smarter with Excel
Formula Cheat Sheet

vlookup

=VLOOKUP(Value to look up, Range to look for value,
Column of the return value, Type of Match)

=VLOOKUP(A1, Lookup!A1:B7,2,TRUE)

absolute/relative references

Relative references can move   A1

Absolute references can't move A1

A2 The column and the row do not change when copied.

A$2   The row does not change when copied.

$A2   The column does not change when copied.

date difference

=DATEDIF(Start date, End date, Difference calculation, …)

=DATEDIF(A1, "A2", "d")

Today's date:	*today()*
Difference in days:	*"d"*
Difference in weeks:	*…"d")/7*
Difference in months:	*"m"*
Difference in years:	*"y"*

if

=IF(Logical test, Value if true, Value if false)

=IF(A1=B1, "Match", "No Match")

other tricks

Extract datE element	=YEAR(A1)
Generate random number	=RANDBETWEEN(Bottom, Top)
Generate random date	=RANDBETWEEN(DATE(2020,1,1),DATE(2020,8,1))
Count instances	=COUNTIF(Where are we looking?, What are we looking for?)
	=COUNTIF(A:A, "Washington")