

# 10 Most Used Functions in Excel

Let's check out the 10 most used Excel functions. Visit our section about [functions](#) for detailed explanations and more awesome functions.

Tip: download the [Excel file](#) and try to insert these functions.

## ♦ 1. COUNT

To count the number of cells that contain numbers, use the COUNT function in Excel.

A9									
	A	B	C	D	E	F	G	H	I
1	2								
2	sun								
3	moon								
4	TRUE								
5									
6	7								
7	5								
8									
9	3								
10									
11									

Note: use COUNTA to count all cells that are not empty. COUNTA stands for count all.

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## ♦ 2. SUM

To sum a range of cells, use the SUM function in Excel. The SUM function below sums all values in column A.

D2									
	A	B	C	D	E	F	G	H	I
1	10								



Explanation: the LARGE function returns the array constant {20,15,10}. This array constant is used as an argument for the [AVERAGE function](#), giving a result of 15.

## ◆ 5. COUNTIF

The COUNTIF function below counts the number of cells that contain exactly star + a series of zero or more characters.

A9		=COUNTIF(A1:A7,"star*")							
	A	B	C	D	E	F	G	H	I
1	star								
2	moon								
3	stars								
4	9								
5	star								
6	star								
7	star12								
8									
9	4								
10									

Explanation: an asterisk (\*) matches a series of zero or more characters. Visit our page about the [COUNTIF function](#) for more information and examples.

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## ◆ 6. SUMIF

The SUMIF function below sums values in the range B1:B5 if the corresponding cells in the range A1:A5 contain exactly circle + 1 character.

B7		=SUMIF(A1:A5,"circle?",B1:B5)							
	A	B	C	D	E	F	G	H	I
1	circle6	10							
2	triangle	1							
3	circle	7							
4	circle8	20							
5	triangle5	3							
6									
7		30							

Explanation: a question mark (?) matches exactly one character. Visit our page about the [SUMIF function](#) for more information and examples.

## ◆ 7. VLOOKUP

The VLOOKUP function below looks up the value 53 (first argument) in the leftmost column of the red table (second argument). The value 4 (third argument) tells the VLOOKUP function to return the value in the same row from the fourth column of the red table.

H3				=VLOOKUP(H2,B3:E9,4,FALSE)						
	A	B	C	D	E	F	G	H	I	J
1		1	2	3	4					
2		ID	First Name	Last Name	Salary		ID	53		
3		72	Emily	Smith	\$64,901		Salary	\$58,339		
4		66	James	Anderson	\$70,855					
5		14	Mia	Clark	\$188,657					
6		30	John	Lewis	\$97,566					
7		53	Jessica	Walker	\$58,339					
8		56	Mark	Reed	\$125,180					
9		79	Richard	Lopez	\$91,632					
10										

Note: visit our page about the [VLOOKUP function](#) to learn more about this powerful Excel function.

## ◆ 8. MIN

To find the minimum value, use the MIN function. It's as simple as it sounds.

A3				fx		=MIN(A1:O1)										
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	0	7	8	6	5	9	8	7	4	8	0	3	5	6	8	
2																
3	0															
4																

## ◆ 9. MAX

To find the maximum value, use the MAX function.

A3

✖

✔

*f<sub>x</sub>*

=MAX(A1:O1)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	0	7	8	6	5	9	8	7	4	8	0	3	5	6	8	
2																
3	9															
4																

Note: visit our chapter about [statistical functions](#) to learn much more about Excel and

Statistics.

## ◆ 10. SUMPRODUCT

To calculate the sum of the products of corresponding numbers in one or more ranges, use Excel's powerful SUMPRODUCT function.

Explanation: the [SUMPRODUCT function](#) performs this calculation:  $(2 * 1000) + (4 * 250) + (4 * 100) + (2 * 50) = 3500$ .

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