

# The Essential Microsoft Excel

## Formula Cheat Sheet

Functions	Explanation
<b>Date and Time</b>	
=NOW	Show the date and time
=TODAY()	Show the current date without the time
=DAY(TODAY())	Show today's date in a cell
=MONTH(TODAY())	Show current month in a cell
=TODAY()+10	Add 10 days to current date
<b>Counting and Rounding</b>	
=SUM	Calculates the sum of a group of values
=AVERAGE	Calculates the mean of a group of values
=COUNT	Counts the number of cells in a range that contains numbers
=INT	Removes the decimal portion of a number
=ROUND	Rounds a number to a specified number of decimal places
=IF	Tests for a true or false condition
=NOW	Returns the date and time
=TODAY	Returns the date, without the time
=SUMIF	Calculates a sum in which a condition has been met
=COUNTIF	Counts the number of cells in a range that match a criterion
=COUNTA(A1:A5)	Count the number of nonblank cells in a range
=ROUND(1.45, 1)	Rounds 1.45 to one decimal place
=ROUND(-1.457, 2)	Rounds -1.457 to two decimal places
=TRUE	Returns the logical value TRUE
=FALSE	Returns the logical value FALSE
=AND	Returns TRUE if all of its arguments are TRUE
=OR	Returns TRUE if any argument is TRUE
<b>Unit Conversion</b>	
=CONVERT(A1,"day","hr")	Converts value of A1 from days to hours
=CONVERT(A1,"hr","mn")	Converts value of A1 from hours to minutes
=CONVERT(A1,"yr","day")	Converts value of A1 from years to days
=CONVERT(A1,"C","F")	Converts value of A1 from Celsius to Fahrenheit
=CONVERT(A1,"tsp","tbs")	Converts value of A1 from teaspoons to tablespoons
=CONVERT(A1,"gal","l")	Converts value of A1 from gallons to liters
=CONVERT(A1,"mi","km")	Converts value of A1 from miles to kilometers
=CONVERT(A1,"km","mi")	Converts value of A1 from kilometers to miles
=CONVERT(A1,"in","ft")	Converts value of A1 from inches to feet
=CONVERT(A1,"cm","in")	Converts value of A1 from centimeters to inches
=BIN2DEC(1100100)	Converts binary 1100100 to decimal (100)
=ROMAN	Converts a number into a Roman numeral

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<b>Mathematics</b>	
=B2-C9	Subtracts values in the two cells
=D8*A3	Multiplies the numbers in the two cells
=PRODUCT(A1:A20)	Multiplies the cells in the range
=PRODUCT(F6:A1,2)	Multiplies the cells in the range, and multiplies the result by 2
=A1/A3	Divides value in A1 by the value in A3
=MOD	Returns the remainder from division
=MIN(A1:A9)	Calculates the smallest number in a range
=MAX(C27:C34)	Calculates the largest number in a range
=SMALL(B1:B7, 2)	Calculates the second smallest number in a range
=LARGE(G13:D7,3)	Calculates the third largest number in a range
=POWER(9,2)	Calculates nine squared
=9^3	Calculates nine cubed
=FACT(A1)	Factorial of value in A1
=EVEN	Rounds a number up to the nearest even integer
=ODD	Rounds a number up to the nearest odd integer
=AVERAGE	Calculates the average
=MEDIAN	Calculates the median
=SQRT	Calculates the square root of a number
=POWER	Calculates the result of a number raised to a power
=RAND	Returns a random number between 0 and 1
=RANDBETWEEN	Returns a random number between the numbers you specify
<b>Text</b>	
=LEFT	Extracts 1 or more characters from the left side of a text string
=RIGHT	Extracts 1 or more characters from the right side of a text string
=MID	Extracts characters from the middle of a text string
=CONCATENATE	Merges two or more text strings
=REPLACE	Replaces part of a text string
=LOWER	Converts a text string to all lowercase
=UPPER	Converts a text string to all uppercase
=PROPER	Converts a text string to proper case
=LEN	Returns a text string's length in characters
=REPT	Repeats text a given number of times
=TEXT	Formats a number and converts it to text
=VALUE	Converts a text cell to a number
=EXACT	Checks to see if two text values are identical
=DOLLAR	Converts a number to text, using the USD currency format
=CLEAN	Removes all non-printable characters from text