






 Formula	 Purpose	 Example	 Result
=SUM(A1:A5)	Adds numbers	=SUM(2, 4, 6)	12
=AVERAGE(A1:A5)	Finds average	=AVERAGE(10, 20, 30)	20
=MAX(A1:A5)	Finds highest number	=MAX(5, 8, 2)	8
=MIN(A1:A5)	Finds lowest number	=MIN(5, 8, 2)	2
=COUNT(A1:A5)	Counts numeric cells	=COUNT(1, "a", 3)	2
=COUNTA(A1:A5)	Counts all non-empty cells	=COUNTA(1, "a", "")	2
=IF(A1>10, "Yes", "No")	Simple logic check	A1 = 12	Yes
=AND(A1>10, B1<5)	All conditions must be true	A1 = 15, B1 = 3	TRUE
=OR(A1>10, B1<5)	Any condition true	A1 = 8, B1 = 3	TRUE
=VLOOKUP(101, A2:B10, 2, FALSE)	Looks up a value in a table	Finds value in 2nd column where 101 matches	Result from column 2
=HLOOKUP("Jan", A1:D2, 2, FALSE)	Horizontal lookup	Looks up "Jan" in row 1	Result from row 2
=CONCATENATE(A1, " ", B1) or =A1 & " " & B1	Joins text	A1 = John, B1 = Smith	John Smith
=LEFT(A1, 3)	Gets first characters	A1 = "Apple"	App
=RIGHT(A1, 2)	Gets last characters	A1 = "Apple"	le
=LEN(A1)	Counts characters	A1 = "Apple"	5

 Formula	 Purpose	 Example	 Result
=IFERROR(A1/B1, "Error")	Handles errors (e.g., divide by zero)	=IFERROR(10/0, "Error")	Error
=TEXT(A1, "dd-mm-yyyy")	Formats numbers/dates as text	=TEXT(TODAY(), "dd/mm/yyyy")	29/07/2025
=TODAY()	Returns current date	—	29/07/2025
=NOW()	Returns current date and time	—	29/07/2025 16:30
=ROUND(A1, 2)	Rounds number to 2 decimal places	=ROUND(3.14159, 2)	3.14
=ROUNDUP(A1, 0)	Rounds number <b>up</b>	=ROUNDUP(4.2, 0)	5
=ROUNDDOWN(A1, 0)	Rounds number <b>down</b>	=ROUNDDOWN(4.9, 0)	4
=MOD(A1, B1)	Returns remainder after division	=MOD(10, 3)	1
=LEN(A1)	Counts number of characters	=LEN("Excel")	5
=REPT("★", A1)	Repeats text n times	=REPT("★", 3)	★ ★ ★
=SUBSTITUTE(A1, "old", "new")	Replaces text	=SUBSTITUTE("blue car", "blue", "red")	red car
=TEXTJOIN(", ", TRUE, A1:A3)	Joins multiple cells with separator	A1:A3 = "Red", "Blue", "Green"	Red, Blue, Green
=UNIQUE(A1:A10)	Returns unique values from a list ( <i>Excel 365+</i> )	=UNIQUE(A1:A10)	List of unique values
=FILTER(A1:B10, B1:B10>50)	Filters rows by condition ( <i>Excel 365+</i> )	=FILTER(A1:B10, B1:B10>50)	Rows where column B > 50
=SEQUENCE(5)	Generates a sequence of numbers ( <i>Excel 365+</i> )	=SEQUENCE(5)	1 2 3 4 5