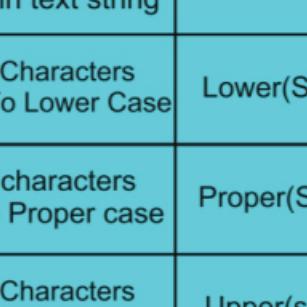
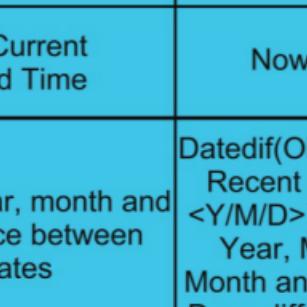
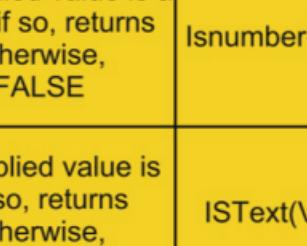
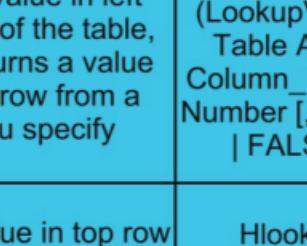
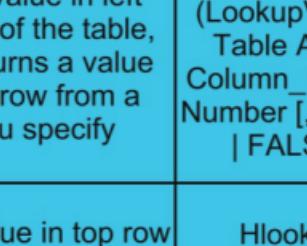


| EXCEL FUNCTION CHEAT SHEET | | | |
|---|---|--|---|
|  |  Learn Everything About Analytics | | |
| 1 |  Learn Everything About Analytics | | TEXT FUNCTIONS |
| Function | Definition | Syntax | Example |
| Left | Returns The Specified Number Of Characters From Start Of The String | Left(string, Number Of Characters) | =left("amit",2) |
| Right | Returns The Specified Number Of Characters From End Of The String | Right(string, Number Of Characters) | =right("amit",2) |
| Mid | Returns The Specified Number Of Characters From The String Starting From Given Position | Mid(string,start Position, Number Of Characters) | =mid("amit",2,1) |
| LEN | Returns the number of characters in text string | LEN(String) | =len("amit") |
| LOWER | Converts All Characters In Text String To Lower Case | Lower(String) | =lower("amit") |
| PROPER | Converts all characters in text string to Proper case | Proper(String) | =Proper("amit") |
| Upper | Converts All Characters In Text String To Upper Case | Upper(string) | =upper("amit") |
| Rept | Repeat String A Given Number Of Times | Rept(string, Number Of Times) | =rept("am",5) |
| Concatenate | Join Multiple Text String Into One | Concatenate (string1,string2, String3,...) | =concatenate ("am","it"," Kumar") |
| Find | Returns Starting Position Of Sub String Within Another String, It Is Case Sensitive And By Default It Starts Searching From First Position (it Is Optional) | Find(find_string, String[,start Position]) | =find("a","amit") |
| Search | Returns Starting Position Of Sub String Within Another String, By Default It Starts Searching From First Position (it Is Optional) | Search(find_String,string[,start Position]) | =search ("a","amit") |
| Trim | Removes Duplicate Spaces, And Spaces At The Start And End Of A Text String | Trim(string) | =trim (" Te Rt ") |
| Value | Convert A Text Value Into Number | Value(text) | =value("45") |
| 2 |  Learn Everything About Analytics | | MATHEMATICAL FUNCTION |
| Function | Definition | Syntax | Example |
| Sum | Adds all the numbers given as an argument | Sum(Numerical Aruguments) | =SUM(d2:d5) |
| Product | Multiply all the numbers given as an argument | Product(Numerical Aruguments) | =product(c2:d2) |
| SQRT | Return square root of a number | SQRT(Number) | =SQRT(81) |
| Ceiling | Rounds a number up to the nearest multiple of significance | Ceiling(number, Significance) | =ceiling(11,7) |
| Floor | Rounds a number down to the nearest multiple of significance | Floor(number, Significance) | =floor(11,7) |
| INT | Round a number down to nearest integer | INT(Number) | =INT(14.55) |
| Round | Round a number to specified number of digits | Round(number, num_digits) | =round(14.55,1) |
| Fact | Return the factorial of a number | Fact(number) | =fact(3) |
| Sumif | Add the value of given cells based on given single condition | Sumif(Criteria Range, Criteria, Sum Range) | =sumif(b2:b5, "female",d2:d5) |
| Sumifs | Add the value of given cells based on given multiple conditions | Sumifs(Sum range,Criteria Range1, Criteria1, Criteria Range2, Criteria2,...) | =sumifs(d2:d5, b2:b5,"female" ,c2:c5,"student") |
| 3 |  Learn Everything About Analytics | | STATISTICAL FUNCTION |
| Function | Definition | Syntax | Example |
| Average | Return average of numbers given as an argument | Average (Numerical Arguments) | =average(d2:d5) |
| Min | Return minimum number of given set of values | Min | =Min(D2:D5) |
| Median | Return median of numbers given as an argument | Median (Numerical Arguments) | =Median(D2:D5) |
| Count | Count the number of cells contains numerical values | Count(Range of Cells) | =count(c1:c5) |
| Counta | Count the number of non empty cells | CountA (Range of Cells) | =counta(c1:c5) |
| Countif | Count number of cells that meet given single condition | Countif(Criteria Range, Criteria) | =Countif(B2:B5, "Female") |
| Countifs | Count number of cells that meet given multiple conditions | Countifs(Criteria Range1, Criteria1, Criteria Range2, Criteria2,...) | =Countifs(B2:B5, "Female",C2:C5, "Student") |
| Averageif | Return the average of cells based on given single condition | Averageif(Criteria Range, Criteria, Average Range) | =averageif(b2:b5, "female",d2:d5) |
| Averageif | Return the average of cells based on given single condition | Averageifs (Average range, Criteria Range1, Criteria1, Criteria Range2, Criteria2,...) | =averageifs(d2:d5, b2:b5,"female" ,c2:c5,"student") |
| Quartile | Return the quartile of dataset | Quartile (Range,Quartile) | =quartile(d2:d5,1) |
| Stdev | Return standard deviation based on dataset | Stdev(dataset) | =stdev(d2:d5) |
| 4 |  Learn Everything About Analytics | | DATE TIME FUNCTION |
| Function | Definition | Syntax | Example |
| Month | Return numerical identification of month (between 1 to 12) of any date argument | Month (Date argument) | =month(e2) |
| Day | Return numerical identification of day (between 1 to 31) of any date argument | Day (Date argument) | =Day(E3) |
| Year | Return year of any date argument | Year (Date argument) | =Year(E4) |
| Date | Return date based on Year, month and day as an argument | Date (Old date, Recent date, <Y/M/D>, Y for Year, M for Month and D for Days difference) | =Year(E4) |
| Now | Return Current Date and Time | Now() | =now() |
| Datedif | Return the year, month and day difference between two dates | Datedif(Old date, Recent date, <Y/M/D>, Y for Year, M for Month and D for Days difference) | =datedif(e2,date (2014,7,17),"y") |
| Weekday | Return the day of week e.g. 1 for Sunday | Weekday(date) | =weekday(date (2013,1,1)) |
| Weeknum | Return the week number of week in a year | Weeknum(date) | =weeknum(date (2014,6,1)) |
| Eomonth | Return the last day of month before and after specified number of months | Eomonth(date, specified Number Of Months) | =eomonth(date (2014,6,1),0) |
| 5 |  Learn Everything About Analytics | | LOGICAL FUNCTION |
| Function | Definition | Syntax | Example |
| And | Return TRUE, if all condition are TRUE else FALSE | And(Condition1, Condition2...) | =and(d2>=5000, c2>=8) |
| Or | Return TRUE, if any of condition are TRUE | Or(Condition1, Condition2...) | =Or(C2>12, D2>6000) |
| If | It is conditional function, execute TRUE statement if condition is TRUE else execute FALSE statement | If(Condition, TRUE Statement, FALSE Statement) | =If(D2>=7000,E4+100, E4-100) |
| Exact | Tests if two supplied text strings are exactly the same and if so, returns TRUE; Otherwise, returns FALSE. (case-sensitive) | Exact (Text1,Text2) | =Exact ("Amit","Amit") |
| Iserror | Tests if an initial supplied value (or expression) returns an error and if so, returns TRUE; Otherwise, returns FALSE | Iserror(value) | =iserror(4/0) |
| Isnumber | Tests if a supplied value is a number, and if so, returns TRUE; Otherwise, returns FALSE | Isnumber(value) | =isnumber(45) |
| ISText | Tests if a supplied value is text, and if so, returns TRUE; Otherwise, returns FALSE | ISText(Value) | =ISText(45) |
| 6 |  Learn Everything About Analytics | | LOOKUP FUNCTION |
| Function | Definition | Syntax | Example |
| Match | Return a relative position of a value in an array that matches with given criteria | Match(Lookup Value,Lookup array,match type (0/1)) | =MATCH ("Anil", \$B\$3:\$B\$45,0) |
| Vlookup | Looks for a value in left most column of the table, and then returns a value in the same row from a column you specify | Vlookup (LookupValue, Table Array, Column_Index_Number [, TRUE FALSE]) | =Vlookup (A2, A4:D16,2,0) |
| Hlookup | Looks for a value in top row of the table, and then returns a value in the same column from a row you specify | Hlookup (LookupValue, Table Array, Row_Index_Number [, TRUE FALSE]) | =Hlookup (A2, A4:D16,2,0) |