

Basic Excel Functions and Commonly Used Excel Functions

Basic Excel Functions

SUM(range): Adds a range of numbers. Example: =SUM(A1:A10)

AVERAGE(range): Calculates the average of numbers. Example: =AVERAGE(B1:B10)

MIN(range) / MAX(range): Finds the smallest or largest value. Example: =MIN(A1:A10), =MAX(A1:A10)

COUNT(range): Counts the number of numeric entries. Example: =COUNT(A1:A10)

IF(logical_test, value_if_true, value_if_false): Performs logical tests. Example: =IF(A1>10, 'Yes', 'No')

Commonly Used Functions

VLOOKUP(lookup_value, table_array, col_index_num, range_lookup): Searches for a value in a table. Example: =VLOOKUP('Apple', A1:B10, 2, FALSE)

HLOOKUP(lookup_value, table_array, row_index_num, range_lookup): Searches for a value in a row. Example: =HLOOKUP('Apple', A1:B10, 2, FALSE)

INDEX(array, row_num, column_num): Returns the value of a cell in a table. Example: =INDEX(A1:C5, 2, 3)

MATCH(lookup_value, lookup_array_array, match_type): Returns the position of a value. Example: =MATCH('Apple', A1:A10, 0)

CONCATENATE(text1, text2, ...): Combines text from different cells. Example: =CONCATENATE(A1, ' ', B1)

TEXTJOIN(delimiter, ignore_empty, text1, ...): Joins text with a delimiter. Example: =TEXTJOIN(',', TRUE, A1, B1, C1)

LEFT(text, num_chars): Extracts characters from the start. Example: =LEFT(A1, 5)

RIGHT(text, num_chars): Extracts characters from the end. Example: =RIGHT(A1, 3)

MID(text, start_num, num_chars): Extracts characters from the middle. Example: =MID(A1, 2, 4)

LEN(text): Returns the length of a text string. Example: =LEN(A1)

TRIM(text): Removes unnecessary spaces. Example: =TRIM(A1)

ROUND(number, num_digits): Rounds a number to a specific number of digits. Example: =ROUND(A1, 2)

ROUNDUP(number, num_digits): Rounds a number up. Example: =ROUNDUP(A1, 2)

ROUNDDOWN(number, num_digits): Rounds a number down. Example: =ROUNDDOWN(A1, 2)