

Excel Formulas Cheat Sheet

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52 formulas for everyday office work | Excel 365, 2021, 2024 and Google Sheets

MATH & TOTALS

SUM	Adds numbers	=SUM(B2:B10)
AVERAGE	Average of numbers	=AVERAGE(B2:B10)
MIN / MAX	Smallest / largest value	=MAX(B2:B10)
COUNT	Counts cells with numbers	=COUNT(B2:B10)
COUNTA	Counts non-empty cells	=COUNTA(A2:A10)
COUNTBLANK	Counts empty cells	=COUNTBLANK(A2:A10)
ROUND	Rounds to X decimals	=ROUND(B2,3)
SUBTOTAL	Totals visible (filtered) rows only	=SUBTOTAL(109,B2:B100)

CONDITIONAL TOTALS

SUMIF	Sum where 1 condition is met	=SUMIF(C:C,"North",D:D)
SUMIFS	Sum with several conditions	=SUMIFS(D:D,C:C,"North",B:B,"Sara")
COUNTIF	Count matching cells	=COUNTIF(C:C,"North")
COUNTIFS	Count with several conditions	=COUNTIFS(C:C,"North",D:D,">1000")
AVERAGEIFS	Average with conditions	=AVERAGEIFS(D:D,C:C,"North")
MAXIFS / MINIFS	Largest / smallest with conditions	=MAXIFS(D:D,C:C,"North")

DYNAMIC ARRAYS (Excel 365 / 2021+)

UNIQUE	List without duplicates	=UNIQUE(B2:B100)
SORT	Sort a range	=SORT(A2:D100,4,-1)
SORTBY	Sort by another column	=SORTBY(B2:B9,D2:D9,-1)
FILTER	Rows that match a condition	=FILTER(A2:D100,C2:C100="North")
SEQUENCE	List of numbers	=SEQUENCE(12)

LOGIC

IF	Do one thing or another	=IF(D2>=1000,"Met","Below")
AND	TRUE if all tests are TRUE	=IF(AND(B2>0,C2="Yes"),"OK","")
OR	TRUE if any test is TRUE	=IF(OR(C2="North",C2="East"),1,0)
IFS	Several conditions in order	=IFS(D2>=90,"A",D2>=80,"B",TRUE,"C")
IFERROR	Replace any error	=IFERROR(B2/C2,0)
IFNA	Replace #N/A only	=IFNA(XLOOKUP(F2,A:A,C:C),"-")
SWITCH	Match a value to a result	=SWITCH(A2,1,"Mon",2,"Tue","Other")

LOOKUP

XLOOKUP	Find a value, return a match	=XLOOKUP(F2,A:A,C:C,"Not found")
XLOOKUP (2 criteria)	Match two conditions	=XLOOKUP(1,(A2:A9=F1)*(B2:B9=F2),C2:C9)
VLOOKUP	Classic lookup (exact match)	=VLOOKUP(F2,A:C,3,FALSE)
INDEX + MATCH	Lookup in any direction	=INDEX(C:C,MATCH(F2,A:A,0))
MATCH	Position of a value	=MATCH(F2,A2:A10,0)
EXACT lookup	Case-sensitive lookup	=XLOOKUP(TRUE,EXACT(A2:A9,F2),B2:B9)

TEXT		
& (join)	Join text	=A2&" "&B2
TEXTJOIN	Join a range with a separator	=TEXTJOIN(" ", TRUE, A2:A5)
LEFT / RIGHT	First / last characters	=LEFT(A2, 3)
MID	Characters from the middle	=MID(A2, 4, 2)
LEN	Number of characters	=LEN(A2)
FIND / SEARCH	Position of text	=FIND("-", A2)
TRIM	Remove extra spaces	=TRIM(A2)
PROPER / UPPER / LOWER	Fix capital letters	=PROPER(A2)
SUBSTITUTE	Replace text	=SUBSTITUTE(A2, "-", "", 1)
TEXT	Format a number or date	=TEXT(A2, "dd mmm yyyy")
VALUE	Turn text into a number	=VALUE(A2)

COMMON ERRORS AND WHAT THEY MEAN	
#N/A	Value not found (check spaces and spelling)
#DIV/0!	Dividing by zero or an empty cell
#VALUE!	Wrong type of data, e.g. text in a sum
#REF!	A referenced cell was deleted
#NAME?	Misspelled or unsupported function
#SPILL!	Something is blocking the results

DATES		
TODAY	Today's date	=TODAY()
DATE	Build a date	=DATE(2026, 12, 31)
Days between	Subtract two dates	=B2 - A2
EDATE	Add months	=EDATE(A2, 3)
EOMONTH	Last day of the month	=EOMONTH(A2, 0)
NETWORKDAYS.INTL	Working days (7 = Fri-Sat weekend)	=NETWORKDAYS.INTL(A2, B2, 7)
WORKDAY.INTL	Date after X working days	=WORKDAY.INTL(A2, 10, 7)
DATEDIF	Age / years of service	=DATEDIF(A2, TODAY(), "y")
WEEKDAY	Day number (Mon = 1)	=WEEKDAY(A2, 2)

MUST-KNOW TIPS	
\$A\$1	Absolute reference: stays fixed when copied. Press F4 to toggle.
Ctrl + `	Show / hide all formulas on the sheet
F2	Edit the active cell
Ctrl + Shift + Enter	Confirm array formulas in Excel 2019 and older
Alt + =	Insert AutoSum
Ctrl + ;	Insert today's date as a fixed value

Formula tips

- Every formula starts with =. Text goes in "double quotes"; numbers and cell references do not.
- Use whole columns (A:A) for growing lists, or turn your data into a Table (Ctrl + T) so ranges grow automatically.
- Formula showing as text? Format the cell as General and re-enter it. Numbers not adding up? They may be stored as text.