

Google Sheets Formulas Cheat Sheet

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50+ formulas, including Sheets-only power tools like QUERY and IMPORTRANGE

SHEETS-ONLY POWER TOOLS

QUERY	SQL-style reports: filter, group, sort	=QUERY(A1:D100,"select B, sum(D) where C='North' group by B",1)
IMPORTRANGE	Pull data from another spreadsheet	=IMPORTRANGE("spreadsheet_url","Sheet1!A1:D100")
ARRAYFORMULA	Apply a formula to a whole column at once	=ARRAYFORMULA(IF(A2:A="", "", B2:B*C2:C))
GOOGLETRANSLATE	Translate text	=GOOGLETRANSLATE(A2,"en","ar")
DETECTLANGUAGE	Detect the language of text	=DETECTLANGUAGE(A2)
GOOGLEFINANCE	Currency rates and stock prices	=GOOGLEFINANCE("CURRENCY:USDEUR")
IMAGE	Show an image in a cell	=IMAGE("https://example.com/logo.png")
SPARKLINE	Mini chart inside a cell	=SPARKLINE(B2:M2)
IMPORTHTML	Import a table from a web page	=IMPORTHTML("url","table",1)
HYPERLINK	Clickable link with a label	=HYPERLINK("https://simplifylearn.com","Guides")

LOOKUP

XLOOKUP	Find a value, return a match	=XLOOKUP(F2,A:A,C:C,"Not found")
VLOOKUP	Classic lookup (exact)	=VLOOKUP(F2,A:C,3,FALSE)
INDEX + MATCH	Lookup in any direction	=INDEX(C:C,MATCH(F2,A:A,0))
FILTER	Rows matching conditions	=FILTER(A2:D,C2:C="North",D2:D>1000)

LISTS & ARRAYS

UNIQUE	Remove duplicates	=UNIQUE(B2:B)
SORT	Sort (TRUE = A-Z)	=SORT(A2:D,4,FALSE)
COUNTUNIQUE	Count distinct values	=COUNTUNIQUE(B2:B)
SEQUENCE	List of numbers	=SEQUENCE(12)

TOTALS & LOGIC

SUM / AVERAGE	Add / average	=SUM(D2:D)
SUMIFS	Sum with conditions	=SUMIFS(D:D,C:C,"North")
COUNTIFS	Count with conditions	=COUNTIFS(C:C,"North",D:D,">1000")
IF	One thing or another	=IF(D2>=1000,"Met","Below")
IFS	Several conditions	=IFS(D2>=90,"A",D2>=80,"B",TRUE,"C")
IFERROR	Replace errors	=IFERROR(B2/C2,0)
AND / OR	Combine tests	=IF(AND(B2>0,C2="Yes"), "OK", "")

TEXT & CLEANING

SPLIT	Split text into columns	=SPLIT(A2, ", ")
JOIN / TEXTJOIN	Join a range	=TEXTJOIN(" , TRUE, A2:A5)
TRIM	Remove extra spaces	=TRIM(A2)
PROPER / UPPER	Fix capitals	=PROPER(A2)
LEFT / RIGHT / MID	Extract characters	=LEFT(A2, 3)
SUBSTITUTE	Replace text	=SUBSTITUTE(A2, "- ", " ")
LEN	Count characters	=LEN(A2)

REGEX & CHECKS

REGEXMATCH	Does text match a pattern?	=REGEXMATCH(A2, "@gmail\.com\$")
REGEXEXTRACT	Pull out matching text	=REGEXEXTRACT(A2, "\d+")
REGEXREPLACE	Replace by pattern	=REGEXREPLACE(A2, "\s+", " ")
ISEMAIL / ISURL	Validate emails and links	=ISEMAIL(B2)

DATES

TODAY / NOW	Current date / date-time	=TODAY()
EDATE	Add months	=EDATE(A2, 3)
EOMONTH	Last day of month	=EOMONTH(A2, 0)
NETWORKDAYS.INTL	Working days (7 = Fri-Sat)	=NETWORKDAYS.INTL(A2, B2, 7)
DATEDIF	Age / years of service	=DATEDIF(A2, TODAY(), "Y")
TEXT	Format a date or number	=TEXT(A2, "dd mmm yyyy")

Google Sheets tips

- Use open-ended ranges like A2:A or B2:D so formulas include new rows automatically.
- Press Ctrl + / to see every keyboard shortcut. Ctrl + Shift + V pastes values only.
- IMPORTRANGE asks for permission the first time: click the cell, then "Allow access".
- Made a mistake? File > Version history lets you restore any earlier version.