Quick Excel Functions Guide

Logical

Use logical operators for complex formulas that require satisfying certain criteria

- IF()
- AND()
- OR()
- NOT()

Math

- RANK() - Returns where a value ranks among a group of other values
- SUMPRODUCT() - Multiplies values in two columns and sums them up
- MAX() - Returns the maximum value among a group of other values
- MIN() - Returns the minimum value among a group of other values
- RAND() - Returns a random number in a certain range

Conditional

Returns the sum, average or count of a series of inputs that meet a certain criteria

- SUMIFS()
- AVERAGEIFS()
- COUNTIFS()

Will return an alternative value if the primary value contains an error or returns an "N/A"

- IFERROR()
- IFNA()

Text Functions

- LEN() - Returns the number of characters in the input
- LEFT() - Will return the first 'x' number of characters in an input
- RIGHT() - Will return the last 'x' number of characters in an input
- CONCATENATE() - Will combine multiple inputs into a single cell

Lookups

Use lookup formulas to return a value that lines up with a row or column that meets a certain criteria

- VLOOKUP()
- HLOOKUP()
- INDEX(MATCH())
- XLOOKUP()

Date & Time

- DATE() - Creates a data using Month, Day and Year inputs
- WEEKDAY() - Returns the day of the week from a date input
- TODAY() - Returns today's date
- NOW() - Returns current date and time

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