

20 Useful Excel Functions

1. SUM:

Definition: Adds up values in a range of cells.

Syntax: =SUM(number1, [number2], ...)

2. AVERAGE:

Definition: Calculates the average of values in a range of cells.

Syntax: =AVERAGE(number1, [number2], ...)

3. COUNT:

Definition: Counts the number of cells that contain numbers in a range.

Syntax: =COUNT(value1, [value2], ...)

4. MAX:

Definition: Returns the largest value in a range of cells.

Syntax: =MAX(number1, [number2], ...)

5. MIN:

Definition: Returns the smallest value in a range of cells.

Syntax: =MIN(number1, [number2], ...)

6. IF:

Definition: Performs a logical test and returns one value if the condition is true and another value if the condition is false.

Syntax: =IF(logical_test, value_if_true, value_if_false)

7. VLOOKUP:

Definition: Searches for a value in the leftmost column of a table and returns a value in the same row from a specified column.

Syntax: =VLOOKUP(lookup_value, table_range, column_index, [range_lookup])

8. CONCATENATE:

Definition: Joins multiple text strings into one.

Syntax: =CONCATENATE(text1, [text2], ...)

9. TODAY:

Definition: Returns the current date.

Syntax: =TODAY()

10. NOW:

Definition: Returns the current date and time.

Syntax: =NOW()

11. COUNTIF:

Definition: Counts the number of cells in a range that meet a specific criterion.

Syntax: =COUNTIF(range, criteria)

12. SUMIF:

Definition: Adds up the cells in a range that meet a specific criterion.

Syntax: =SUMIF(range, criteria, [sum_range])

13. AVERAGEIF:

Definition: Calculates the average of the cells in a range that meet a specific criterion.

Syntax: =AVERAGEIF(range, criteria, [average_range])

14. PMT:

Definition: Calculates the monthly payment for a loan based on constant payments and a fixed interest rate.

Syntax: =PMT(rate, nper, pv, [fv], [type])

15. INDEX:

Definition: Returns a value from a specified row and column of a range.

Syntax: =INDEX(array, row_num, [column_num])

16. MATCH:

Definition: Searches for a specified value in a range and returns the relative position of that value.

Syntax: =MATCH(lookup_value, lookup_array, [match_type])

17. ROUND:

Definition: Rounds a number to a specified number of decimal places.

Syntax: =ROUND(number, num_digits)

18. LEN:

Definition: Returns the number of characters in a text string.

Syntax: =LEN(text)

19. LEFT:

Definition: Extracts a specified number of characters from the beginning of a text string.

Syntax: =LEFT(text, [num_chars])

20. RIGHT:

Definition: Extracts a specified number of characters from the end of a text string.

Syntax: =RIGHT(text, [num_chars])

These are just a few examples of Excel functions. Excel offers a wide range of functions to perform various calculations, manipulations, and analyses on your data. Remember to refer to Excel's documentation or the built-in function wizard for detailed syntax and examples for each function.