

MUST KNOW EXCEL FORMULAS

1. SUM

Adds numbers together

Syntax: =SUM(number1,[number2],[number3],...)

=SUM(10,20,30)

Result: returns 60

2. NOW

Gets the current date and time

Syntax: =NOW()

=NOW()

Result: current date and time

3. TODAY

Gets the current date

Syntax: =TODAY()

=TODAY()

Result: current date

4. IF

Tests for a specific condition

Syntax: =IF(logical_test,[value_if_true],[value_if_false])

=IF(10>20,"TRUE","FALSE")

Result: FALSE

5. VLOOKUP

Looks up and retrieves a value in a table

Syntax: =VLOOKUP(lookup_val,table_array,col_ind_num,[range_lookup])

=VLOOKUP("A",{"B",2;"O",5;"A",3},2,FALSE)

Result: 3

6. TEXT

Converts a number to text with a number format

Syntax: =TEXT(value,format_text)

=TEXT(45777,"d mmmm yyyy")

Result: The date is 30 April 2025

7. FILTER

Filters range with given criteria

Syntax: =FILTER(array,include,[if_empty])

=FILTER({2,4,12,14},{2,4,12,14}>10)

Result: 12 and 14 in separate columns

8. XLOOKUP

Looks up values in range or array

Syntax: =XLOOKUP(lookup,lookup_array,return_array)

=XLOOKUP("E",{"D";"F";"E";"G"},{5;6;7;8})

Result: 7

9. CONVERT

Converts measurement units

Syntax: =CONVERT(number,from_unit,to_unit)

=CONVERT(132,"lbm","kg")

Result: 59.8

10. ISNUMBER

Tests for numeric value

Syntax: =ISNUMBER(value)

=ISNUMBER(1)

Result: TRUE

Easy Excel

L Darling-Hammond



Easy Excel:

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