

Excel Formula Cheat Sheet — OfficeHelper

Free reference • OfficeHelper • Always verify version/platform-specific behavior

SUM	Adds values =SUM(A2:A100)
SUMIF	Conditional sum =SUMIF(A:A,"East",B:B)
SUMIFS	Multiple-condition sum =SUMIFS(C:C,A:A,"East",B:B,">=100")
SUMPRODUCT	Multiply arrays and sum =SUMPRODUCT(B2:B20,C2:C20)
AVERAGE	Average =AVERAGE(A2:A100)
AVERAGEIF	Conditional average =AVERAGEIF(A:A,"East",B:B)
AVERAGEIFS	Multiple-condition average =AVERAGEIFS(C:C,A:A,"East",B:B,">0")
COUNT	Count numbers =COUNT(A2:A100)
COUNTA	Count non-empty =COUNTA(A2:A100)
COUNTBLANK	Count blanks =COUNTBLANK(A2:A100)
COUNTIF	Conditional count =COUNTIF(A:A,"Paid")
COUNTIFS	Multiple-condition count =COUNTIFS(A:A,"Paid",B:B,">=100")
MAX	Largest value =MAX(A2:A100)
MIN	Smallest value =MIN(A2:A100)
MAXIFS	Conditional maximum =MAXIFS(C:C,A:A,"East")
MINIFS	Conditional minimum =MINIFS(C:C,A:A,"East")
MEDIAN	Middle value =MEDIAN(A2:A100)
PRODUCT	Multiply values =PRODUCT(A2:A10)
ROUND	Round to digits =ROUND(A2,2)
ROUNDUP	Round up =ROUNDUP(A2,0)
ROUNDDOWN	Round down =ROUNDDOWN(A2,0)
MROUND	Round to multiple =MROUND(A2,5)
CEILING.MATH	Round up to multiple =CEILING.MATH(A2,5)
FLOOR.MATH	Round down to multiple =FLOOR.MATH(A2,5)
INT	Integer portion =INT(A2)
TRUNC	Truncate decimals =TRUNC(A2,2)
MOD	Remainder =MOD(A2,2)
QUOTIENT	Integer division =QUOTIENT(A2,B2)
ABS	Absolute value =ABS(A2)
SIGN	Number sign =SIGN(A2)
SQRT	Square root =SQRT(A2)
POWER	Power =POWER(A2,2)
RAND	Random decimal =RAND()
RANDBETWEEN	Random integer =RANDBETWEEN(1,100)
IF	Conditional result =IF(B2>=50,"Pass","Fail")
IFS	Multiple conditions =IFS(B2>=80,"A",B2>=70,"B",TRUE,"C")
AND	All conditions =AND(B2>=50,C2="Yes")
OR	Any condition =OR(B2="Yes",C2="Yes")
NOT	Reverse logic =NOT(B2="Closed")
IFERROR	Fallback for errors =IFERROR(A2/B2,0)
IFNA	Fallback for #N/A =IFNA(XLOOKUP(E2,A:A,B:B),"Not found")
XLOOKUP	Modern lookup =XLOOKUP(E2,A:A,B:B,"Not found")
VLOOKUP	Vertical lookup =VLOOKUP(E2,A:B,2,FALSE)
HLOOKUP	Horizontal lookup =HLOOKUP(E2,A1:Z3,2,FALSE)
INDEX	Return by position =INDEX(B2:D10,3,2)
MATCH	Find position =MATCH(E2,A:A,0)
XMATCH	Modern position lookup =XMATCH(E2,A:A,0)
CHOOSE	Select by index =CHOOSE(B2,"Low","Medium","High")
FILTER	Filter rows =FILTER(A2:C100,C2:C100="Open")
SORT	Sort array =SORT(A2:C100,2,1)
SORTBY	Sort by another range =SORTBY(A2:C100,C2:C100,-1)
UNIQUE	Unique values =UNIQUE(A2:A100)
SEQUENCE	Generate sequence =SEQUENCE(10)

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TRANSPOSE	Swap rows/columns =TRANSPOSE(A2:C4)
TAKE	Take rows/columns =TAKE(A2:C100,10)
DROP	Drop rows/columns =DROP(A2:C100,1)
CHOOSECOLS	Select columns =CHOOSECOLS(A2:F100,1,3,6)
CHOOSEROWS	Select rows =CHOOSEROWS(A2:F100,1,3,6)
TOCOL	Array to column =TOCOL(A2:C10)
TOROW	Array to row =TOROW(A2:C10)
CONCAT	Join text =CONCAT(A2:C2)
CONCATENATE	Join text (legacy) =CONCATENATE(A2," ",B2)
TEXTJOIN	Join with delimiter =TEXTJOIN(" ",TRUE,A2:A10)
LEFT	Left characters =LEFT(A2,5)
RIGHT	Right characters =RIGHT(A2,4)
MID	Middle characters =MID(A2,3,5)
LEN	Character count =LEN(A2)
TRIM	Remove extra spaces =TRIM(A2)
CLEAN	Remove nonprinting chars =CLEAN(A2)
UPPER	Uppercase =UPPER(A2)
LOWER	Lowercase =LOWER(A2)
PROPER	Title case =PROPER(A2)
FIND	Case-sensitive search =FIND("-",A2)
SEARCH	Case-insensitive search =SEARCH("office",A2)
SUBSTITUTE	Replace matching text =SUBSTITUTE(A2,"old","new")
REPLACE	Replace by position =REPLACE(A2,1,3,"New")
TEXT	Format as text =TEXT(B2,"0.00")
VALUE	Text to number =VALUE(A2)
EXACT	Exact comparison =EXACT(A2,B2)
REPT	Repeat text =REPT("x",5)
DOLLAR	Currency text =DOLLAR(B2,2)
FIXED	Fixed decimals =FIXED(B2,2)
TODAY	Current date =TODAY()
NOW	Current date/time =NOW()
DATE	Build a date =DATE(2026,8,16)
DATEVALUE	Text to date =DATEVALUE(A2)
TIME	Build time =TIME(14,30,0)
TIMEVALUE	Text to time =TIMEVALUE(A2)
YEAR	Year =YEAR(A2)
MONTH	Month =MONTH(A2)
DAY	Day =DAY(A2)
HOUR	Hour =HOUR(A2)
MINUTE	Minute =MINUTE(A2)
SECOND	Second =SECOND(A2)
WEEKDAY	Day number =WEEKDAY(A2,2)
WEEKNUM	Week number =WEEKNUM(A2,2)
EDATE	Shift by months =EDATE(A2,3)
EOMONTH	Month end =EOMONTH(A2,0)
DAYS	Days between dates =DAYS(B2,A2)
DATEDIF	Date difference =DATEDIF(A2,B2,"Y")
NETWORKDAYS	Working days =NETWORKDAYS(A2,B2)
NETWORKDAYS.INTL	Working days with custom weekend =NETWORKDAYS.INTL(A2,B2,1)
WORKDAY	Workday offset =WORKDAY(A2,10)
WORKDAY.INTL	Workday offset custom weekend =WORKDAY.INTL(A2,10,1)
YEARFRAC	Fraction of year =YEARFRAC(A2,B2)
ISBLANK	Check blank =ISBLANK(A2)
ISNUMBER	Check number =ISNUMBER(A2)
ISTEXT	Check text =ISTEXT(A2)

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ISERROR	Check error =ISERROR(A2)
ISNA	Check #N/A =ISNA(A2)
ISEVEN	Check even =ISEVEN(A2)
ISODD	Check odd =ISODD(A2)
CORREL	Correlation =CORREL(A2:A20,B2:B20)
RANK.EQ	Rank =RANK.EQ(B2,B\$2:B\$20)
PERCENTRANK.INC	Percent rank =PERCENTRANK.INC(B2:B20,B2)
PERCENTILE.INC	Percentile =PERCENTILE.INC(B2:B20,0.9)
QUARTILE.INC	Quartile =QUARTILE.INC(B2:B20,3)
STDEV.S	Sample standard deviation =STDEV.S(B2:B20)
STDEV.P	Population standard deviation =STDEV.P(B2:B20)
VAR.S	Sample variance =VAR.S(B2:B20)
VAR.P	Population variance =VAR.P(B2:B20)
GEOMEAN	Geometric mean =GEOMEAN(B2:B20)
SUBTOTAL	Subtotal filtered data =SUBTOTAL(9,B2:B100)
AGGREGATE	Aggregate with options =AGGREGATE(9,5,B2:B100)
GCD	Greatest common divisor =GCD(B2,C2)
LCM	Least common multiple =LCM(B2,C2)
FACT	Factorial =FACT(B2)
COMBIN	Combinations =COMBIN(B2,C2)
PERMUT	Permutations =PERMUT(B2,C2)
CHAR	Character from code =CHAR(65)
CODE	Code of character =CODE(A2)
UNICHAR	Unicode character =UNICHAR(9733)
UNICODE	Unicode code =UNICODE(A2)
N	Convert to number =N(A2)
NA	Return #N/A =NA()
ROWS	Count rows =ROWS(A2:A100)
COLUMNS	Count columns =COLUMNS(A2:F2)
ROW	Row number =ROW(A2)
COLUMN	Column number =COLUMN(A2)
ADDRESS	Build cell address =ADDRESS(2,3)
INDIRECT	Reference from text =INDIRECT("B"&A2)
OFFSET	Return offset range =OFFSET(A2,1,2)
FORMULATEXT	Show formula as text =FORMULATEXT(A2)
CELL	Cell information =CELL("address",A2)
HYPERLINK	Create hyperlink =HYPERLINK("https://example.com","Open")
IMAGE	Insert image from URL =IMAGE("https://example.com/pic.png")
SUMPRODUCT	Weighted calculation =SUMPRODUCT(B2:B20,C2:C20)
COUNTUNIQUE	Unique count concept =ROWS(UNIQUE(A2:A100))
AVERAGE	Average with visible rows =SUBTOTAL(1,B2:B100)
COUNTIF	Wildcard count =COUNTIF(A:A,"*office*")
SUMIF	Wildcard sum =SUMIF(A:A,"*East*",B:B)
IF	Blank-safe result =IF(A2="", "", A2*B2)
IFERROR	Blank-safe lookup =IFERROR(XLOOKUP(E2,A:A,B:B), "")
XLOOKUP	Two-way lookup pattern =XLOOKUP(E2,A:A,XLOOKUP(F1,B1:Z1,B2:Z100))
FILTER	Multiple conditions =FILTER(A2:D100,(B2:B100="Open")*(C2:C100>=100))
SORTBY	Sort by two columns =SORTBY(A2:D100,C2:C100,1,D2:D100,-1)
UNIQUE	Unique sorted list =SORT(UNIQUE(A2:A100))
TEXTJOIN	Join filtered values =TEXTJOIN(" ",TRUE,FILTER(A2:A100,B2:B100="Open"))
LEFT	First word =LEFT(A2,FIND(" ",A2&" ") -1)
RIGHT	Last word =TRIM(RIGHT(SUBSTITUTE(A2," ",REPT(" ",100)),100))
MID	Extract between delimiters =MID(A2,FIND("-",A2)+1,10)
SUBSTITUTE	Remove spaces =SUBSTITUTE(A2," ","")
TRIM	Normalize spaces =TRIM(SUBSTITUTE(A2,CHAR(160)," "))

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DATE	Year/month/day from cells =DATE(B2,C2,D2)
EOMONTH	Previous month end =EOMONTH(A2,-1)
NETWORKDAYS	Attendance days =NETWORKDAYS(A2,B2,Holidays!A:A)
WORKDAY	Due date =WORKDAY(A2,10,Holidays!A:A)
RANK.EQ	Rank within filtered data =RANK.EQ(B2,\$B\$2:\$B\$100)
PERCENTILE.INC	90th percentile =PERCENTILE.INC(B2:B100,0.9)
ROUND	Currency rounding =ROUND(B2,2)
ROUNDUP	Always round up =ROUNDUP(B2,0)
ROUNDDOWN	Always round down =ROUNDDOWN(B2,0)