



Microsoft
Office Specialist

Books For All

All important Excel Formulas

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SI No	Formula Name	Purpose	How to Use
1	SUM	Adds numbers	Formula: - =SUM(A1:A5) adds the numbers in cells A1 to A5.
2	AVERAGE	Calculates average	Formula: - =AVERAGE(B1:B5) computes the average of numbers in cells B1 to B5.
3	MIN	Finds smallest number	Formula: - =MIN(C1:C5) identifies the smallest number in cells C1 to C5.
4	MAX	Finds largest number	Formula: - =MAX(D1:D5) finds the largest number in cells D1 to D5.
5	COUNT	Counts number of cells with data	Formula: - =COUNT(E1:E5) counts the number of non-empty cells in E1 to E5.
6	IF	Conditional statement	Formula: - =IF(F1>10, "Yes", "No") checks if the value in F1 is greater than 10.
7	VLOOKUP	Looks up a value in a table	Formula: - =VLOOKUP(G1, A1:B10, 2, FALSE) searches for the value in G1 within the range A1:B10 and returns the corresponding value from the second column.
8	HLOOKUP	Horizontal lookup	Similar to VLOOKUP, but searches horizontally.
9	INDEX & MATCH	Advanced lookup	Formula: - =INDEX(A1:A10, MATCH(H1, B1:B10, 0)) searches for the value in H1 within the range B1:B10 and returns the corresponding value from A1:A10.
10	CONCATENATE	Joins text	Formula: - =CONCATENATE(I1, " ", J1) combines the text in I1 and J1 with a space in between.
11	LEFT, RIGHT, MID	Extracts part of text	Formula: - =LEFT(K1, 3) extracts the first 3 characters from K1.
12	LEN	Calculates length of text	Formula: - =LEN(L1) returns the number of characters in L1.
13	COUNTIF	Counts cells based on a condition	Formula: - =COUNTIF(M1:M5, ">10") counts cells in M1:M5 that are greater than 10.
14	SUMIF	Adds cells based on a condition	Formula: - =SUMIF(N1:N5, ">10", N1:N5) sums cells in N1:N5 that are greater than 10.
15	AVERAGEIF	Calculates average with a condition	Formula: - =AVERAGEIF(O1:O5, ">10", O1:O5) computes average of cells in O1:O5 greater than 10.
16	IFERROR	Handles errors	Formula: - =IFERROR(P1/Q1, "Error") divides P1 by Q1 and displays "Error" if an error occurs.
17	ROUND	Rounds a number	Formula: - =ROUND(R1, 2) rounds the number in R1 to 2 decimal places.
18	ROUNDUP	Rounds up to nearest integer	Formula: - =ROUNDUP(S1, 0) rounds the number in S1 to the nearest whole number.
19	ROUNDDOWN	Rounds down to nearest integer	Formula: - =ROUNDDOWN(T1, 0) rounds the number in T1 down to the nearest whole number.
20	TRIM	Removes extra spaces	Formula: - =TRIM(U1) removes extra spaces from the text in U1.
21	UPPER	Converts text to uppercase	Formula: - =UPPER(V1) converts the text in V1 to uppercase.
22	LOWER	Converts text to lowercase	Formula: - =LOWER(W1) converts the text in W1 to lowercase.
23	PROPER	Capitalizes the first letter of each word	Formula: - =PROPER(X1) capitalizes the first letter of each word in X1.
24	TEXT	Formats a number as text	Formula: - =TEXT(Y1, "mm/dd/yyyy") formats the date in Y1 as "mm/dd/yyyy".
25	DATE	Creates a date	Formula: - =DATE(2023, 12, 31) creates the date December 31, 2023.
26	TODAY	Returns the current date	Formula: - =TODAY() returns the current date.
27	NOW	Returns the current date and time	Formula: - =NOW() returns the current date and time.
28	ROW	Returns the row number	Formula: - =ROW(Z1) returns the row number of cell Z1.
29	COLUMN	Returns the column number	Formula: - =COLUMN(AA1) returns the column number of cell AA1.
30	COUNTBLANK	Counts empty cells	Formula: - =COUNTBLANK(AB1:AB5) counts the number of empty cells in AB1:AB5.
31	ISNUMBER	Checks if a cell contains a number	Formula: - =ISNUMBER(AC1) checks if the cell AC1 contains a number and returns TRUE or FALSE.
32	ISTEXT	Checks if a cell contains text	Formula: - =ISTEXT(AD1) checks if the cell AD1 contains text and returns TRUE or FALSE.

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33	ISBLANK	Checks if a cell is empty	Formula:- =ISBLANK(AE1) checks if the cell AE1 is empty and returns TRUE or FALSE.
34	IFNA	Handles #N/A errors	Formula:- =IFNA(AF1, "Not Available") displays "Not Available" if AF1 returns #N/A error.
35	AND	Checks multiple conditions	Formula:- =AND(AE1>10, AE1<20) checks if AE1 is greater than 10 and less than 20.
36	OR	Checks if at least one condition is TRUE	Formula:- =OR(AE1
37	NOT	Reverses the logical value	Formula:- =NOT(AE1
38	MATCH	Finds the position of an item	Formula:- =MATCH(AG1, AH1:AH10, 0) finds the position of AG1 in the range AH1:AH10.
39	INDEX	Returns a value from a table	Formula:- =INDEX(AI1:AJ10, 3, 2) returns the value from the 3rd row and 2nd column of AI1:AJ10.
40	OFFSET	Returns a cell or range offset from a reference	Formula:- =OFFSET(AI1, 2, 1) returns the cell 2 rows down and 1 column to the right of AI1.
41	SUMIFS	Adds cells based on multiple conditions	Formula:- =SUMIFS(AK1:AK10, AL1:AL10, ">10", AM1:AM10, "<20") sums cells in AK1:AK10 based on the conditions in AL1:AL10 and AM1:AM10.
42	AVERAGEIFS	Calculates average with multiple conditions	Formula:- =AVERAGEIFS(AN1:AN10, AO1:AO10, ">10", AP1:AP10, "<20") computes average of cells in AN1:AN10 based on the conditions in AO1:AO10 and AP1:AP10.
43	COUNTIFS	Counts cells based on multiple conditions	Formula:- =COUNTIFS(AQ1:AQ10, ">10", AR1:AR10, "<20") counts cells in AQ1:AQ10 based on the conditions in AR1:AR10.
44	UPPER	Converts text to uppercase	Formula:- =UPPER(AS1) converts the text in AS1 to uppercase.
45	LOWER	Converts text to lowercase	Formula:- =LOWER(AT1) converts the text in AT1 to lowercase.
46	PROPER	Capitalizes the first letter of each word	Formula:- =PROPER(AU1) capitalizes the first letter of each word in AU1.
47	SEARCH	Finds one text string within another	Formula:- =SEARCH("apple", AV1) finds the position of "apple" in the text in AV1.
48	REPLACE	Replaces characters in text	Formula:- =REPLACE(AW1, 2, 3, "123") replaces 3 characters starting from the 2nd position in AW1 with "123".
49	LEN	Calculates length of text	Formula:- =LEN(AX1) returns the number of characters in AX1.
50	RIGHT	Extracts characters from the right	Formula:- =RIGHT(AY1, 3) extracts the last 3 characters from AY1.
51	LEFT	Extracts characters from the left	Formula:- =LEFT(AZ1, 3) extracts the first 3 characters from AZ1.
52	MID	Extracts characters from the middle	Formula:- =MID(BA1, 2, 3) extracts 3 characters from the 2nd position in BA1.
53	CONCATENATE	Joins multiple text strings	Formula:- =CONCATENATE(BB1, " ", BC1) combines the text in BB1 and BC1 with a space in between.
54	TEXTJOIN	Joins text with a specified delimiter	Formula:- =TEXTJOIN(" ", TRUE, BD1:BD3) joins the text in cells BD1 to BD3 with a comma and space between each.
55	FIND	Finds the position of one text string within another	Formula:- =FIND("find", BE1) finds the position of "find" in the text in BE1.
56	REPT	Repeats text a specified number of times	Formula:- =REPT("A", 5) repeats the letter "A" 5 times.
57	SUBSTITUTE	Replaces text within a text string	Formula:- =SUBSTITUTE(BF1, "old", "new") replaces "old" with "new" in the text in BF1.
58	T	Returns the text format of a number or date	Formula:- =T(BG1) converts the value in BG1 to text format.
59	ISERROR	Checks if a cell contains an error	Formula:- =ISERROR(BH1) checks if the cell BH1 contains an error and returns TRUE or FALSE.
60	ISERR	Checks if a cell contains a #N/A error	Formula:- =ISERR(BI1) checks if the cell BI1 contains a #N/A error and returns TRUE or FALSE.
61	ISNA	Checks if a cell contains a #N/A error	Formula:- =ISNA(BJ1) checks if the cell BJ1 contains a #N/A error and returns TRUE or FALSE.
62	NA	Returns the #N/A error value	Formula:- =NA() returns the #N/A error value.
63	ISLOGICAL	Checks if a cell contains a logical value	Formula:- =ISLOGICAL(BK1) checks if the cell BK1 contains a logical value and returns TRUE or FALSE.

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64	ISEVEN	Checks if a number is even	Formula:- =ISEVEN(BL1) checks if the number in BL1 is even and returns TRUE or FALSE.
65	ISODD	Checks if a number is odd	Formula:- =ISODD(BM1) checks if the number in BM1 is odd and returns TRUE or FALSE.
66	MOD	Returns the remainder of a division	Formula:- =MOD(BN1, BO1) returns the remainder when BN1 is divided by BO1.
67	ROUND	Rounds a number to a specified number of decimal places	Formula:- =ROUND(BP1, 2) rounds the number in BP1 to 2 decimal places.
68	ROUNDDOWN	Rounds down to the nearest integer	Formula:- =ROUNDDOWN(BQ1, 0) rounds the number in BQ1 down to the nearest whole number.
69	ROUNDUP	Rounds up to the nearest integer	Formula:- =ROUNDUP(BR1, 0) rounds the number in BR1 up to the nearest whole number.
70	RAND	Generates a random number between 0 and 1	Formula:- =RAND() generates a random number between 0 and 1.
71	RANDBETWEEN	Generates a random number between two specified numbers	Formula:- =RANDBETWEEN(1, 10) generates a random number between 1 and 10.
72	TODAY	Returns the current date	Formula:- =TODAY() returns today's date.
73	DATEDIF	Calculates the difference between two dates	Formula:- =DATEDIF(BS1, BT1, "d") calculates the number of days between dates in BS1 and BT1.
74	NETWORKDAYS	Calculates the number of working days between two dates	Formula:- =NETWORKDAYS(BU1, BV1) calculates the number of working days between dates in BU1 and BV1.
75	EOMONTH	Returns the last day of the month	Formula:- =EOMONTH(BW1, 0) returns the last day of the month based on the date in BW1.
76	WEEKNUM	Returns the week number of the year	Formula:- =WEEKNUM(BX1) returns the week number of the date in BX1.
77	HYPERLINK	Creates a clickable link	Formula:- =HYPERLINK(BY1, "Click Here") creates a clickable link to the URL or location in BY1.
78	IF	Returns one value if a condition is TRUE, another if FALSE	Formula:- =IF(BZ1>10, "Yes", "No") checks if the value in BZ1 is greater than 10.
79	IFS	Returns a value based on multiple conditions	Formula:- =IFS(CA1>10, "High", CA1>5, "Medium", CA1<
80	AND	Checks if all conditions are TRUE	Formula:- =AND(CB1>10, CB2<20) checks if both CB1 is greater than 10 and CB2 is less than 20.
81	OR	Checks if at least one condition is TRUE	Formula:- =OR(CC1
82	NOT	Reverses the logical value	Formula:- =NOT(CD1
83	CHOOSE	Returns a value from a list of values	Formula:- =CHOOSE(CE1, "First", "Second", "Third") returns "First", "Second", or "Third" based on the value in CE1.
84	VLOOKUP	Searches for a value in the first column of a table and returns a value in the same row from a specified column	Formula:- =VLOOKUP(CF1, CG1:CH10, 2, FALSE) searches for CF1 in the range CG1:CH10 and returns the corresponding value from the 2nd column.
85	HLOOKUP	Searches for a value in the first row of a table and returns a value in the same column from a specified row	Formula:- =HLOOKUP(CI1, CJ1:CK10, 2, FALSE) searches for CI1 in the range CJ1:CK10 and returns the corresponding value from the 2nd row.
86	INDEX	Returns a value from within a range	Formula:- =INDEX(CL1:CM10, 3, 2) returns the value from the 3rd row and 2nd column of CL1:CM10.
87	MATCH	Returns the relative position of an item in a range that matches a specified value	Formula:- =MATCH(CN1, CO1:CO10, 0) returns the position of CN1 in the range CO1:CO10.
88	ROW	Returns the row number of a reference	Formula:- =ROW(CP1) returns the row number of CP1.
89	COLUMN	Returns the column number of a reference	Formula:- =COLUMN(CQ1) returns the column number of CQ1.
90	ADDRESS	Returns the cell reference as text	Formula:- =ADDRESS(CR1, CS1) returns the cell reference of the row CR1 and column CS1 as text.
91	CELL	Returns information about a cell	Formula:- =CELL("width", CT1) returns the width of the cell CT1.
92	INDIRECT	Returns a cell reference specified by a text string	Formula:- =INDIRECT(CU1 & "2") returns the value from the cell specified in CU1 followed by "2".
93	OFFSET	Returns a cell or range reference offset from a given cell or range	Formula:- =OFFSET(CV1, 2, 3) returns a reference 2 rows down and 3 columns to the right of CV1.

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94	ROWS	Returns the number of rows in a reference	Formula:- =ROWS(CW1:CW10) returns the number of rows in the range CW1:CW10.
95	COLUMNS	Returns the number of columns in a reference	Formula:- =COLUMNS(CX1:CY1) returns the number of columns in the range CX1:CY1.
96	MIN	Returns the smallest number in a set of values	Formula:- =MIN(CZ1:DA10) returns the smallest number in the range CZ1:DA10.
97	MAX	Returns the largest number in a set of values	Formula:- =MAX(DB1:DC10) returns the largest number in the range DB1:DC10.
98	SUMPRODUCT	Returns the sum of the products of corresponding numbers in arrays	Formula:- =SUMPRODUCT(DD1:DD5, DE1:DE5) returns the sum of the products of the corresponding numbers in the arrays.
99	COUNTA	Counts the number of non-blank cells in a range	Formula:- =COUNTA(DF1:DF10) counts the number of non-blank cells in the range DF1:DF10.
100	TRIM	Removes extra spaces from text	Formula:- =TRIM(DG1) removes extra spaces from the text in DG1.
101	LEN	Returns the length of a text string	Formula:- =LEN(DH1) returns the number of characters in the text in DH1.
102	RIGHT	Extracts characters from the right of a text string	Formula:- =RIGHT(DI1, 3) extracts the last 3 characters from the text in DI1.
103	LEFT	Extracts characters from the left of a text string	Formula:- =LEFT(DJ1, 3) extracts the first 3 characters from the text in DJ1.
104	MID	Extracts characters from the middle of a text string	Formula:- =MID(DK1, 2, 3) extracts 3 characters starting from the 2nd character in the text in DK1.
105	SEARCH	Finds the starting position of one text string within another text string	Formula:- =SEARCH("find", DL1) finds the position of "find" in the text in DL1.
106	REPLACE	Replaces part of a text string with another text string	Formula:- =REPLACE(DM1, 2, 3, "new") replaces 3 characters starting from the 2nd character in DM1 with "new".
107	UPPER	Converts text to uppercase	Formula:- =UPPER(DN1) converts the text in DN1 to uppercase.
108	LOWER	Converts text to lowercase	Formula:- =LOWER(DO1) converts the text in DO1 to lowercase.
109	PROPER	Converts text to proper case	Formula:- =PROPER(DP1) converts the text in DP1 to proper case (first letter of each word capitalized).
110	VALUE	Converts a text string that represents a number to a number	Formula:- =VALUE(DQ1) converts the text in DQ1 to a number.
111	TEXT	Converts a number into text	Formula:- =TEXT(DR1, "mm/dd/yyyy") converts the date in DR1 into text format "mm/dd/yyyy".
112	CONCAT	Joins multiple text strings	Formula:- =CONCAT(DS1, " ", DT1) joins the text in DS1 and DT1 with a space in between.
113	TEXTJOIN	Joins text with a specified delimiter	Formula:- =TEXTJOIN(" ", TRUE, DU1:DU3) joins the text in cells DU1 to DU3 with a comma and space between each.
114	FIND	Finds the position of one text string within another	Formula:- =FIND("find", DV1) finds the position of "find" in the text in DV1.
115	SUBSTITUTE	Replaces text within a text string	Formula:- =SUBSTITUTE(DW1, "old", "new") replaces "old" with "new" in the text in DW1.
116	T	Returns the text format of a number or date	Formula:- =T(DX1) converts the value in DX1 to text format.
117	ISERROR	Checks if a cell contains an error	Formula:- =ISERROR(DY1) checks if the cell DY1 contains an error and returns TRUE or FALSE.
118	ISERR	Checks if a cell contains a #N/A error	Formula:- =ISERR(DZ1) checks if the cell DZ1 contains a #N/A error and returns TRUE or FALSE.
119	ISNA	Checks if a cell contains a #N/A error	Formula:- =ISNA(EA1) checks if the cell EA1 contains a #N/A error and returns TRUE or FALSE.
120	ISLOGICAL	Checks if a cell contains a logical value	Formula:- =ISLOGICAL(EB1) checks if the cell EB1 contains a logical value and returns TRUE or FALSE.
121	ISEVEN	Checks if a number is even	Formula:- =ISEVEN(EC1) checks if the number in EC1 is even and returns TRUE or FALSE.
122	ISODD	Checks if a number is odd	Formula:- =ISODD(ED1) checks if the number in ED1 is odd and returns TRUE or FALSE.
123	MOD	Returns the remainder of a division	Formula:- =MOD(EF1, EF1) returns the remainder when EF1 is divided by EF1.

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124	ROUND	Rounds a number to a specified number of decimal places	Formula:- =ROUND(EG1, 2) rounds the number in EG1 to 2 decimal places.
125	ROUNDDOWN	Rounds down to the nearest integer	Formula:- =ROUNDDOWN(EH1, 0) rounds the number in EH1 down to the nearest whole number.
126	ROUNDUP	Rounds up to the nearest integer	Formula:- =ROUNDUP(EI1, 0) rounds the number in EI1 up to the nearest whole number.
127	UPPER	Converts text to uppercase	Formula:- =UPPER(EJ1) converts the text in EJ1 to uppercase.
128	LOWER	Converts text to lowercase	Formula:- =LOWER(EK1) converts the text in EK1 to lowercase.
129	PROPER	Converts text to proper case	Formula:- =PROPER(EL1) converts the text in EL1 to proper case (first letter of each word capitalized).
130	VALUE	Converts a text string that represents a number to a number	Formula:- =VALUE(EM1) converts the text in EM1 to a number.
131	TEXT	Converts a number into text	Formula:- =TEXT(EN1, "mm/dd/yyyy") converts the date in EN1 into text format "mm/dd/yyyy".
132	DATE	Creates a date	Formula:- =DATE(2022, 12, 31) creates the date December 31, 2022.
133	TIME	Creates a time	Formula:- =TIME(12, 30, 0) creates the time 12:30:00 PM.
134	DAY	Extracts the day of the month from a date	Formula:- =DAY(EO1) extracts the day from the date in EO1.
135	MONTH	Extracts the month from a date	Formula:- =MONTH(EP1) extracts the month from the date in EP1.
136	YEAR	Extracts the year from a date	Formula:- =YEAR(EQ1) extracts the year from the date in EQ1.
137	HOUR	Extracts the hour from a time	Formula:- =HOUR(ER1) extracts the hour from the time in ER1.
138	MINUTE	Extracts the minute from a time	Formula:- =MINUTE(ES1) extracts the minute from the time in ES1.
139	SECOND	Extracts the second from a time	Formula:- =SECOND(ET1) extracts the second from the time in ET1.
140	DATEDIF	Calculates the difference between two dates	Formula:- =DATEDIF(EU1, EV1, "d") calculates the number of days between dates in EU1 and EV1.
141	WORKDAY	Calculates the date a given number of working days in the future	Formula:- =WORKDAY(EW1, 5) calculates the date 5 working days after the date in EW1.
142	NETWORKDAYS	Calculates the number of working days between two dates	Formula:- =NETWORKDAYS(EX1, EY1) calculates the number of working days between dates in EX1 and EY1.
143	EOMONTH	Returns the last day of the month	Formula:- =EOMONTH(EZ1, 0) returns the last day of the month based on the date in EZ1.