

Excel Cheat Sheet

IF: Performs a conditional test and returns different values based on the result.
Structure: =IF(Logical Test, TRUE, FALSE)

SUMIFS: adds all of its arguments that meet multiple criteria.
Structure: =SUMIFS(sum_range, criteria_range1, criteria1, [criteria_range2, criteria2], ...)

SUM: Returns the total of all cell ranges or values inputted.
Structure: =SUM(range)

SUMIF: Adds up the range of cells that meet a specific condition.
Structure: =SUMIF(range, criteria, [sum_range])

MIN: Returns the smallest value in a cell range or values inputted.
Structure: =MIN(Range)

MAX: Returns the largest value in a cell range or values inputted.
Structure: =MAX(Range)

AVERAGE: Calculates the mean of a range of cells or inputted value.
Structure: =AVERAGE(Cell Range)

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AVERAGEIF: Returns the average (arithmetic mean) of all the cells in a range that meet a given condition.

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

Absolute Reference: Absolute referencing in Excel involves using the dollar (\$) symbol before the column letter and/or row number in a cell reference. This symbol tells Excel that the reference should remain fixed and not change when the formula is copied or moved to another cell. This ensures that the referenced cell remains constant regardless of where the formula is used within the spreadsheet.

Relative Reference: Relative referencing is the process whereby a cell adjusts itself when the cell is copied or filled.

TRIM: Removes leading and trailing spaces from a text string.

Structure: =TRIM(Cell Range/Text)

OR: checks if any conditions are met and returns only "TRUE" or "FALSE".

Structure: =OR(Logical Test 1, Logical Test 2, ...)

AND: Checks multiple conditions and returns true if all of them are true.

Structure: =AND(Logical Test 1, Logical Test 2, ...)

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NOT: Converts TRUE to FALSE or FALSE to TRUE
Structure: =NOT(Logical Test)

UPPER: Converts all letters in a cell to uppercase.
Structure: =UPPER(cell Range)

LOWER: Converts all letters in a cell to lowercase.
Structure: =LOWER(cell range)

PROPER: Converts all letters in a cell to proper case(first letter of each word in uppercase). Structure: =PROPER(cell range)

XLOOKUP: a lookup function that searches horizontally and vertically in a table Structure:XLOOKUP(lookup_value, lookup_array, return_array)

VLOOKUP: a lookup function that searches for a value in the left most column of a table and returns a corresponding value from a specified column.

Structure: VLOOKUP (Lookup Value, Table Array, Col Index, Range Lookup)

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HLOOKUP: a lookup function that searches horizontally in a table.

Structure: =HLOOKUP(lookup_value, table_array, row_index_num, [range_lookup])

Structure: =HLOOKUP(lookup_value, table_array, row_index_num, [range_lookup])

SMALL: Returns the k-th smallest value in a data set.

Structure: =SMALL(Array,k)

LARGE: Returns the k-th largest value in a data set.

Structure: =LARGE(array,k)

Structure: =COUNTIF(Range, Criteria)

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COUNT: Counts the number of cells in the range containing currencies numbers,dates.

Structure:=COUNT(Range)