

Tip: Optimized for A4 printing – high quality

| #  | Function           | Description                                                | Category           | Syntax                             |
|----|--------------------|------------------------------------------------------------|--------------------|------------------------------------|
| 1  | <b>=SUM</b>        | How to use the SUM function in Excel to add individual ... | Math & Trig        | =SUM(number1,[number2]...)         |
| 2  | <b>=XLOOKUP</b>    | Use the XLOOKUP function when you need to find things i... | Lookup & Reference | =XLOOKUP(lookup_value, lookup_a... |
| 3  | <b>=IF</b>         | How to use the IF function in Excel to make logical com... | Logical            | =IF(logical_test, value_if_true... |
| 4  | <b>=INDEX</b>      | Returns the value of an element in a table or an array...  | Lookup & Reference | =INDEX(array, row_num, [column_... |
| 5  | <b>=MAX</b>        | Returns the largest value in a set of values.              | Statistical        | =MAX(number1, [number2] ...)       |
| 6  | <b>=MIN</b>        | Returns the smallest number in a set of values.            | Statistical        | =MIN(number1, [number2] ...)       |
| 7  | <b>=SUMIFS</b>     | How to use the SUMIFS function in Excel, one of Excel's... | Math & Trig        | =SUMIFS(sum_range, criteria_ran... |
| 8  | <b>=VLOOKUP</b>    | Learn how to use function VLOOKUP in Excel to find data... | Lookup & Reference | =VLOOKUP (lookup_value, table_a... |
| 9  | <b>=FILTER</b>     | How to use the FILTER function in Excel to filter a ran... | Lookup & Reference | =FILTER(array,include,[if_empty])  |
| 10 | <b>=AGGREGATE</b>  | The AGGREGATE function can apply different aggregate fu... | Math & Trig        | =AGGREGATE(function_num, option... |
| 11 | <b>=ROUND</b>      | The ROUND function rounds a number to a specified numbe... | Math & Trig        | =ROUND(number, num_digits)         |
| 12 | <b>=UNIQUE</b>     | Learn about the UNIQUE function, which returns a list o... | Lookup & Reference | =UNIQUE(array,[by_col],[exactly... |
| 13 | <b>=SUBTOTAL</b>   | Returns a subtotal in a list or database. It is general... | Math & Trig        | =SUBTOTAL(function_num,ref1,re...  |
| 14 | <b>=TRIM</b>       | Removes all spaces from text except for single spaces b... | Text               | =TRIM(text)                        |
| 15 | <b>=SUMPRODUCT</b> | How to use the SUMPRODUCT function in Excel, one of Exc... | Math & Trig        | =SUMPRODUCT(array1, [array2] [...  |
| 16 | <b>=SMALL</b>      | Returns the k-th smallest value in a data set. Use this... | Statistical        | =SMALL(array, k)                   |
| 17 | <b>=MATCH</b>      | How to use the MATCH function in Excel to search for a ... | Lookup & Reference | =MATCH(lookup_value, lookup_ar...  |
| 18 | <b>=COUNT</b>      | How to use the COUNT function in Excel to count the num... | Statistical        | =COUNT(value1, [value2] ...)       |
| 19 | <b>=DATE</b>       | Use Excel's DATE function when you need to take three s... | Date & Time        | = DATE(year,month,day)             |
| 20 | <b>=IFNA</b>       | The IFNA function returns the value you specify if a fo... | Logical            | =IFNA(value, value_if_na)          |
| 21 | <b>=IFS</b>        | The IFS function checks whether one or more conditions ... | Logical            | =IFS([Something is True1, Value... |
| 22 | <b>=COUNTIFS</b>   | How to use the COUNTIFS function in Excel to apply crit... | Statistical        | =COUNTIFS(criteria_range1, crit... |
| 23 | <b>=COUNTA</b>     | The COUNTA function counts the number of cells that are... | Statistical        | =COUNTA(value1, [value2] ...)      |
| 24 | <b>=LEFT</b>       | LEFT returns the first character or characters in a tex... | Text               | =LEFT(text, [num_chars])           |
| 25 | <b>=DATEDIF</b>    | Calculates the number of days, months, or years between... | Date & Time        | =DATEDIF(start_date,end_date,unit) |
| 26 | <b>=XMATCH</b>     | The XMATCH function searches for a specified item in an... | Lookup & Reference | =XMATCH(lookup_value, lookup_ar... |
| 27 | <b>=RIGHT</b>      | RIGHT returns the last character or characters in a tex... | Text               | =RIGHT(text,[num_chars])           |
| 28 | <b>=MID</b>        | MID returns a specific number of characters from a text... | Text               | =MID(text, start_num, num_chars)   |
| 29 | <b>=AVERAGE</b>    | Returns the average (arithmetic mean) of the arguments...  | Statistical        | =AVERAGE(number1, [number2] ...)   |
| 30 | <b>=ROUNDUP</b>    | Rounds a number up, away from 0 (zero).                    | Math & Trig        | =ROUNDUP(number, num_digits)       |