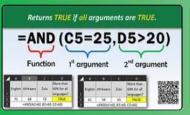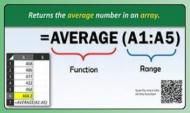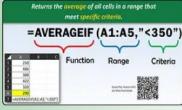# comdex training centre

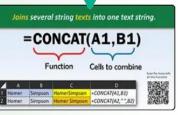1300 977 773
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Microsoft® Excel Functions
Quick Reference Guide

TOP 50

Returns TRUE if all arguments are TRUE.

=AND (C5=25,D5>20)

Function | 1st argument | 2nd argument

Returns the average number in an array.

=AVERAGE (A1:A5)

Function | Range

Returns the average of all cells in a range that meet specific criteria.

=AVERAGEIF (A1:A5,"<350")

Function | Range | Criteria

Joins several string texts into one text string.

=CONCAT(A1,B1)

Function | Cells to combine

Converts a number from one measurement system to another.

=CONVERT (10,"mn","sec")

Function | Number to convert | From unit | To unit

Counts the number of cells in a range that contain numbers.

=COUNT (A1:A5)

Function | Range

Counts the number of cells in a range that are not empty.

=COUNTA (A1:A6)

Function | Range

Counts the number of empty cells in a specified range.

=COUNTBLANK (A1:G6)

Function | Range

Counts the number of cells in a range that meet a given condition.

=COUNTIF (A1:E1,">5")

Function | Range | Criteria : numbers greater than 5

Returns the number that represents the date in Excel date-time code.

=DATE (2022,5,20)

Function | Year, Month, Day

Returns the day of the month as number from 1 to 31.

=DAY (A1)

Function | Cell containing date

Returns the number of days between two dates.

=DAYS (C2,B2)

Function | End date | Start date

Tests whether two numbers are equal.

=DELTA(A2,B2)

Function | 1st number | 2nd number

Checks whether two strings (text) are exactly the same.

=EXACT(A2,B2)

Function | 1st string | 2nd string

Returns the starting position of one text string within another text string.

=FIND ("B",A1,1)

Function | What to find | Where to look | Where to start

Looks for a value in the top row and returns a value in the same column from a row you specify.

=HLOOKUP(A1,C1:E1,2,False)

Function | Lookup | Table array | Row index no. | Range lookup

---

Returns the hour of a time value.

=HOUR(A1)

Function | Cell reference

Checks if a condition is met, returns one value if TRUE and another if FALSE

=IF (A1>=40,"Pass", "Fail")

Function | Condition | Condition is TRUE, write the word "Pass" | Condition is FALSE, write the word "Fail"

Returns a value/reference of a cell at an intersection of a particular row and column.

=INDEX(A1:B6,5,2)

Function | Range | Row no. | Column no.

Rounds a number down to the nearest integer.

=INT (A1)

Function | Cell to round down

Checks if a cell is empty, returns TRUE if it is.

=ISBLANK (A1)

Function | Cell reference

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

=LARGE (A1:E1,2)

Function | Range | 2nd highest number

Returns the specified number of characters from the start of a text string.

=LEFT (A1,3)

Function | Cell to process | Number of characters to return from the left

---

Returns the number of characters in a text string.

=LEN (A1)

Function | Cell to process

Converts a text string to all lowercase letters.

=LOWER (A1)

Function | Cell to process

Returns the relevant position of an item in an array that matches a specified valued in a specified order.

=MATCH(C1,A1:A6,0)

Function | Lookup value | Lookup array | Match type

Returns the largest value in a set or range of values.

=MAX (A1:E1)

Function | Range

Returns the number in the middle of a range or set of numbers.

=MEDIAN (A1:A8)

Function | Range

Microsoft Excel *fx* Functions
Quick Reference Guide

(Part 2)

Returns the characters from the middle of a text string, given a starting position and length.

=MID(A1,4,3)

Function | Cell to process | Number to start with | How many characters to return

	A
1	John Ian Jackson
2	Ian
3	=MID(A1,6,3)

Returns the smallest value in a set or range of values.

=MIN(A1:A5)

Function | Range

	A
1	489
2	985
3	965
4	44
5	65
6	44
7	=MIN(A1:A5)

Returns the most frequently occurring number in a range.

=MODE.SNGL (A1:H1)

Function | Range

A	B	C	D	E	F	G	H
50	48	50	784	84	50	784	50
	50						
=MODE.SNGL(A1:H2)							

Returns the month as a number from 1 to 12.

=MONTH (A1)

Function | Cell reference

	A
1	1990/06/05
2	6
3	=MONTH(A1)

Returns the current date and time.

=NOW ()

	A
1	2022/05/26 14:53
2	=NOW()

Returns TRUE if one of the arguments are true.

=OR (A1=25,B1=30)

Function | 1st argument | 2nd argument

	A	B
1	25	35
2	TRUE	
	=OR(A1=25,B1=30)	

	A	B
1	15	35
2	FALSE	
3	=OR(A1=25,B1=30)	

Returns the result of a number raised to a power.

=POWER (A2,2)

Function | Cell reference or number | Power

	A	B	C
1	Number	Power of 2	Power of 8
2	4	256	
3	=POWER(A2,2)	=POWER(A2,8)	

Returns a random number greater than/equal to 0 but less than 1.

=RAND ()

	A
1	0.407658
2	=RAND()

Returns an array of random numbers.

=RANDARRAY (5,1,1,10,TRUE)

Function | Rows Columns | Min Max | Integer

	A
1	7 =RANDARRAY(5,1,1,10,TRUE)
2	7
3	7
4	7
5	7

Returns a random number between the numbers you specify.

=RANDBETWEEN (100,1000)

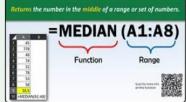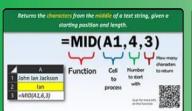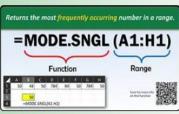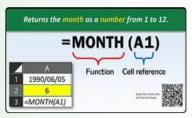Function | Lowest number | Highest number

	A	B
1	603	=RANDBETWEEN(100,1000)

Replaces part of a text string with a different text string.

=REPLACE(A2,1,3,"@")

Function | Cell reference | Start number | Number of characters | New text

	A	B	C
1	Old Code	New Code	
2	123Pass447	@Pass447	
3		=REPLACE(A2,1,3,"@")	

Returns the specified number of characters from the end of a text string.

=RIGHT (A1,4)

Function | Cell to process | Number of characters to return from the right

	A	B	C
1	Antelope	lope	=RIGHT(A1,4)

Rounds a number down.

=ROUNDDOWN(A1,1)

Function | Cell to round down | Round down to 1 decimal place

	A	B	C
1	1879.459	1879.4	=ROUNDDOWN(A1,1)

Rounds a number to a specified number of digits.

=ROUND (A1,1)

Function | Cell to Round off | Round off to 1 decimal place

	A	B	C
1	1879.459	1879.5	=ROUND(A1,1)

Rounds a number up.

=ROUNDUP(A1,1)

Function | Cell to round up | Round off to 1 decimal place

	A	B	C
1	1879.459	1879.5	=ROUNDUP(A1,1)

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

=SMALL (A1:F1,3)

Function | Range | 3rd lowest number

A	B	C	D	E	F
134	795	453	744	688	977
688					
=SMALL(A1:F1,3)					

Adds all the numbers in a range of cells

=SUM (A1:A10)

Function | Range

	A
1	45
2	78
3	41
4	52
5	565
6	76
7	4
8	47
9	65
10	1064 =SUM(A1:A10)

Adds the number of cells in a range that meet a given condition.

=SUMIF(A1:A15,"apple",B1:B15)

Function | Range | Criteria | Sum range

	A	B	C	D	E	F
1	Apple	R	1.50	R	3.00	
2	Strawberry	R	1.80	=SUMIF(A1:A4,"apple",B1:B4)		
3	Apple	R	1.50			
4	Banana	R	2.15			

Converts hours, minutes, seconds as given numbers into Excel time format.

=TIME (14,30,0)

Function | Hour, Minute, Second | Returns 2:30pm

	A
1	2:30 pm
2	=TIME(14,30,0)

Returns the current date, formatted as date.

=TODAY ()

	A
1	26 05 2022
2	=TODAY()

Removes all spaces from a text string except single spaces between words.

=TRIM (A1)

Function | Text

	A	B
1	Susy J Perkins	Susy J Perkins
2		=TRIM(A1)

Truncates a number to an integer by removing the decimal.

=TRUNC(A1)

Function | Cell reference

	A	B
1	78.65	78.00
2		=TRUNC(A1)

Converts a text string to all uppercase letters.

=UPPER(A1)

Function | Cell to process

	A	B
1	science	SCIENCE
2		=UPPER(A1)

Looks for a value in the leftmost column and returns a value from the same row in a column you specify.

=VLOOKUP(A3,B1:B15,2,False)

Function | Lookup value | Table array | Range lookup Column no.

	A	B	C	D	E
1	English	Eng01	Search for:	Result:	
2	Afrikaans	Afri7	Zulu	Zxu7	
3	Zulu	Zxu7		=VLOOKUP(D2,A1:B4,2,FALSE)	
4	French	Fra11			

Searches a range for a match and returns the corresponding item from a second range.

=XLOOKUP(D2,A2:A7,B2:B7,"??",0)

Function | Lookup value, Lookup array, Return array, If not found, Match mode

	A	B
1	Area	Phone Code
2	Cape Town	021 =XLOOKUP(D2,A2:A7,B2:B7,"??",0)
3	Durban	031
4	Johannesburg	011
5	Pretoria	012
6	Queenstown	045
7	Richards Bay	035

Returns the relative position of an item in an array.

=XMATCH(C2,A1:A4)

Function | Lookup value | Lookup array

	A	B	C	D
1	honey			
2	strawberry	lavender	3	
3	lavender		=XMATCH(C2,A1:A4)	
4	cotton			

Returns the year of a given date.

=YEAR(A1)

Function | Cell reference

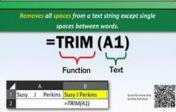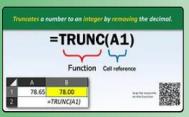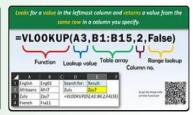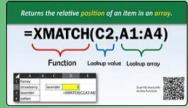|	A	B
1	05 06 1995	1995
2		=YEAR(A1)

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