

Tip: Optimized for A4 printing – high quality

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