

EXCEL FUNCTION SHEET

EXCEL FUNCTIONS

Logical

AND	Test multiple conditions with AND
FALSE	Generate logical value FALSE
IF	Test for specific condition
IFERROR	Trap and handle errors
IFNA	Trap and handle #N/A errors
IFS	Test multiple conditions, return first true
ISBLANK	Returns arguments or results
ISERR	Test multiple conditions with IS
ISERROR	Return multiple values, return first match
ISLOGICAL	Generate logical value TRUE
ISNA	Perform calculations on

Date and Time

DATE	Create date with year, month, day
DATEDIF	Days, months, or years between two dates
DATEVALUE	Convert date in text format to valid date
DAY	Day as number (1-31) from date
EOMONTH	Days between dates
HOUR	Hours between two dates in 24-hour cycle
NOW	Get date in month in future or past
PERIOD	Last day of month in months in future or past
TIME	Hours as number (0-24) from time
TIMEVALUE	Get time number for given date
WEEKDAY	Weekday as number (1-7) from time
WEEKS	Weeks as number (1-52) from date
WORKDAY	Number of working days between two dates
WORKDAY.INTL	Work day between two dates
YEAR	Extract year and time
YEARFRAC	Extract as number (0-1) from a year
YMD	Create time with hours, minutes, seconds
YRFRAC	Get valid time from any string
YRFRAC2	Current date
YRFRAC3	Day of week as number
YRFRAC4	Week number for given date
YRFRAC5	Days in working days in future or past
YRFRAC6	Days in working days in future or past
YRFRAC7	Year from date
YRFRAC8	Fraction of year between two dates

Lookup and Reference

ADDRESS	Enter cell address, row and column number
COUNT	Get number of items in reference
COUNTA	Get value from table based on position
COUNTBLANK	Get counts number of references
COUNTIF	Get number of matching in an array or reference
COUNTIFS	Return first value from array
CUBELOOKUP	Get formula in cell
CUBERANK	Return first value from array
CUBEVALUE	Look up value in table arranged horizontally
CUBEVALUE2	Create formula link
CUBEVALUE3	Get value in cell or table based on location

Text

CONCAT	Concatenate text from cell
CONCATENATE	Link up other in one-column range
EXACT	Get position of item in array
LEFT	Extract reference offset from given array point
LEN	Get character number of reference
MID	Get number of items in array or reference
RIGHT	Get character of array of items
TEXT	Look up value in table by searching first column

Text

CHAR	Get character from number
CLEAN	Strip non-printable characters from text
CODE	Get code for character
CONCAT	Join text values without separator
CONCATENATE	Join text together
DAYS	Convert number to text in currency format
DAYS360	Compare two text strings
EXACT	Get number containing in string
FIND	Return number of position with first character
FIXED	Convert text from left of string
LEFT	Get length of text
LEFTS	Convert text to lower case
LEN	Convert text from right of string
LENB	Convert text to number with custom separator
LOWER	Capitalize first letter in each word
MID	Replace text based on location
MIDB	Replace text to specified
RIGHT	Extract text from right of string
RIGHTS	Get location of substring in string
REPLACE	Replace text based on content
REPLACEB	Convert number to text in number format
SUBSTITUTE	Join text values with separator
T	Return value as text from cell
TEXT	Get character character by number
TEXTJOIN	Get number from Unicode character
TEXTSPLIT	Convert text to upper case
TEXTSPLIT2	Convert text to number

Dynamic Array

ARRAY_CONST	Convert array to single-cell array
ARRAY_CONST2	Apply function to column
ARRAY_CONST3	Apply function to row
ARRAY_CONST4	Return specific columns from array
ARRAY_CONST5	Return specific rows from array
ARRAY_CONST6	Return position of array
ARRAY_CONST7	Expand array by adding rows or columns
ARRAY_CONST8	Match range with given criteria
ARRAY_CONST9	Summarize data by grouping rows
ARRAY_CONST10	Combine values in array horizontally
ARRAY_CONST11	Return array to find from internal
ARRAY_CONST12	Return array to find from internal
ARRAY_CONST13	Create custom function

Math

ABS	Get absolute value of number
ACOS	Get inverse of standard normal dist. distribution
ACOSH	Get the arcsine
ARAB2ROMAN	Get left percentile (inclusive)
ARAB2ROMAN2	Get left percentile (exclusive)
ARAB2ROMAN3	Get left percentile (inclusive)
ARAB2ROMAN4	Get left percentile (exclusive)
ARAB2ROMAN5	Get left percentile (inclusive)
ARAB2ROMAN6	Get left percentile (exclusive)
ARAB2ROMAN7	Get left percentile (inclusive)
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ARAB2ROMAN98	Get left percentile (exclusive)
ARAB2ROMAN99	Get left percentile (inclusive)
ARAB2ROMAN100	Get left percentile (exclusive)

Database

AVERAGE	Get average from matching records
COUNT	Count matching records in database
COUNTA	Count matching records in database
COUNTBLANK	Count matching records in database
COUNTIF	Get value from matching records
COUNTIFS	Get rows from matching records
DAVERAGE	Get rows from matching records
DGET	Get product from matching records
DMAX	Get left side of sample in matching records
DMIN	Get left side of population in matching records
DPRODUCT	Get left side of sample in matching records
DSTDEV	Get left side of sample in matching records
DSTDEVP	Get left side of population in matching records
DSUM	Get left side of sample in matching records
DVAR	Get left side of population in matching records
DVARP	Get left side of population in matching records

Web

GET	Get data from web
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■ Improve productivity within MS Excel by learning these functions

■ Includes short description of each function and grouped to assist with accessibility

■ Designed for A5 paper size, so print these out and keep them close by

Microsoft Excel Functions Cheat Sheet

Michael Rajnik

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the author's name.

Microsoft Excel Functions Cheat Sheet:

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A Microsoft Excel® Companion to Political Analysis

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