

Excel Formulas and Functions

There are plenty of Excel formulas and functions depending on what kind of operation you want to perform on the dataset. We will look into the formulas and functions on mathematical operations, character-text functions, data and time, sumif-countif, and few lookup functions.

Let's now look at the top 25 Excel formulas you must know. In this article, we have categorized 25 Excel formulas based on their operations. Let's start with the first Excel formula on our list.

1. SUM

The SUM() function, as the name suggests, gives the total of the selected range of cell values. It performs the mathematical operation which is addition.

2. AVERAGE

The AVERAGE() function focuses on calculating the average of the selected range of cell values. EX: “=AVERAGE(C2, C3, C4)”.

It automatically calculates the average, and you can store the result in your desired location.

3. COUNT

The function COUNT() counts the total number of cells in a range that contains a number. It does not include the cell, which is blank, and the ones that hold data in any other format apart from numeric.

If you are required to count all the cells with numerical values, text, and any other data format, you must use the function 'COUNTA()'. However, COUNTA() does not count any blank cells.

To count the number of blank cells present in a range of cells, COUNTBLANK() is used.

4. MODULUS

The MOD() function works on returning the remainder when a particular number is divided by a divisor. Let's now have a look at the examples below for better understanding.

- In the first example, we have divided 10 by 3. The remainder is calculated using the function “=MOD(A2,3)”. The result is stored in B2. We can also directly type “=MOD(10,3)” as it will give the same answer.

	A	B	C	D	E
1	Modulus				
2	10	1			
3	12	0			
4	45	3			

Fig: Modulus function in Excel

- Similarly, here, we have divided 12 by 4. The remainder is 0, which is stored in B3.

	A	B	C	D	E
1	Modulus				
2	10	1			
3	12	0			
4	45	3			

Fig: Modulus function in Excel

5. POWER

The function “Power()” returns the result of a number raised to a certain power. Let's have a look at the examples shown below:

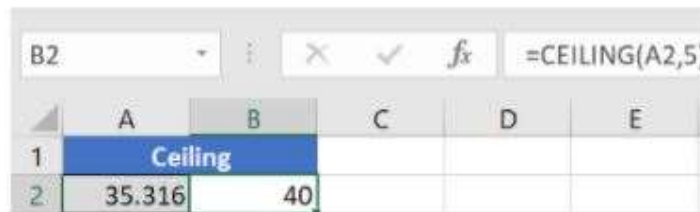
	A	B	C	D	E
1	Power				
2	10	1000			
3	4	256			
4					

Fig: Power function in Excel

As you can see above, to find the power of 10 stored in A2 raised to 3, we have to type “= POWER (A2,3)”. This is how power function works in Excel.

6. CEILING

Next, we have the ceiling function. The CEILING() function rounds a number up to its nearest multiple of significance.



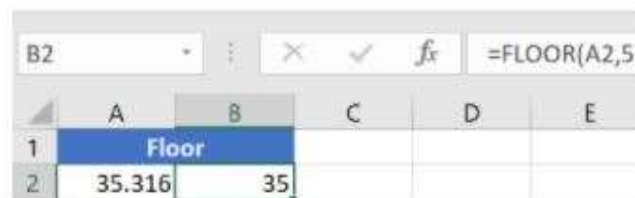
	A	B	C	D	E
1	35.316	40			
2					

Fig: Ceiling function in Excel

The nearest highest multiple of 5 for 35.316 is 40.

7. FLOOR

Contrary to the Ceiling function, the floor function rounds a number down to the nearest multiple of significance.



	A	B	C	D	E
1	35.316	35			
2					

Fig: Floor function in Excel

The nearest lowest multiple of 5 for 35.316 is 35.

8. CONCATENATE

This function merges or joins several text strings into one text string. Given below are the different ways to perform this function.

- In this example, we have operated with the syntax =CONCATENATE(A25, " ", B25)



Fig: Concatenate function in Excel

- In this example, we have operated with the syntax =CONCATENATE(A27&" "&B27)

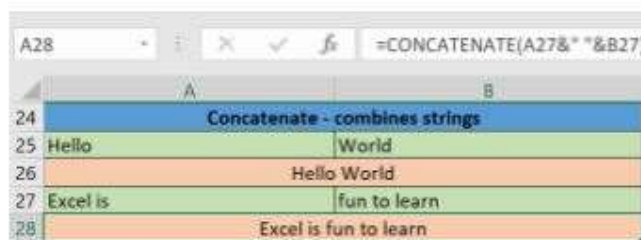


Fig: Concatenate function in Excel

Those were the two ways to implement the concatenation operation in Excel.

9. LEN

The function LEN() returns the total number of characters in a string. So, it will count the overall characters, including spaces and special characters. Given below is an example of the Len function.

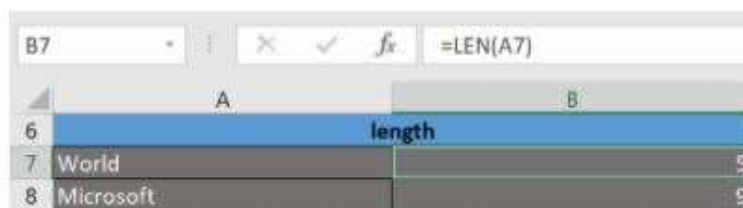


Fig: Len function in Excel

Let's now move onto the next Excel function on our list of this article.

10. UPPER, LOWER, PROPER

The UPPER() function converts any text string to uppercase. In contrast, the LOWER() function converts any text string to lowercase. The PROPER() function converts any text string to proper case, i.e., the first letter in each word will be in uppercase, and all the other will be in lowercase.

Let's understand this better with the following examples:

- Here, we have converted the text in A6 to a full uppercase one in A7.

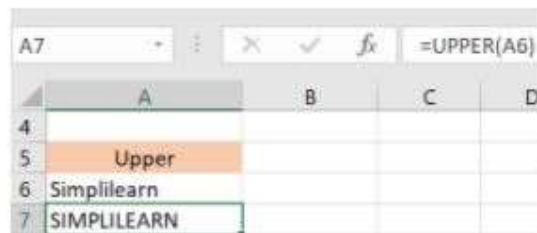


Fig: Upper function in Excel

- Now, we have converted the text in A6 to a full lowercase one, as seen in A7.

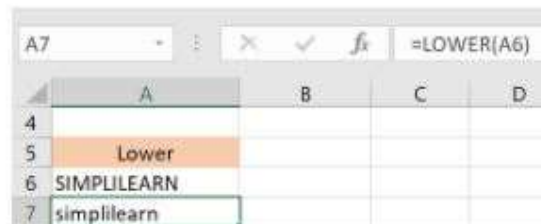


Fig: Lower function in Excel

- Finally, we have converted the improper text in A6 to a clean and proper format in A7.

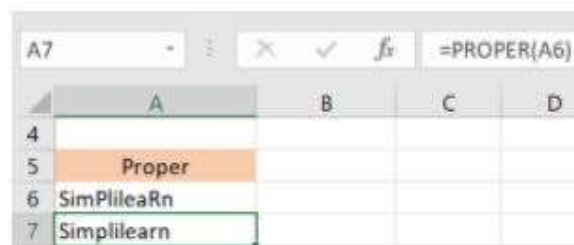


Fig: Proper function in Excel

11. TODAY()

The TODAY() function in Excel provides the current system date.



Fig: Today function in Excel

The function DAY() is used to return the day of the month. It will be a number between 1 to 31. 1 is the first day of the month, 31 is the last day of the month.

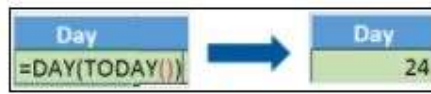


Fig: Day function in Excel

The MONTH() function returns the month, a number from 1 to 12, where 1 is January and 12 is December.



Fig: Month function in Excel

The YEAR() function, as the name suggests, returns the year from a date value.



Fig: Year function in Excel

12. HOUR, MINUTE, SECOND

The HOUR() function generates the hour from a time value as a number from 0 to 23. Here, 0 means 12 AM and 23 is 11 PM.

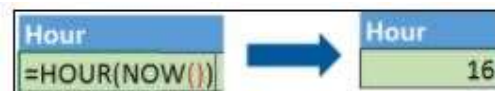


Fig: Hour function in Excel

The function MINUTE(), returns the minute from a time value as a number from 0 to 59.



Fig: Minute function in Excel

The SECOND() function returns the second from a time value as a number from 0 to 59.

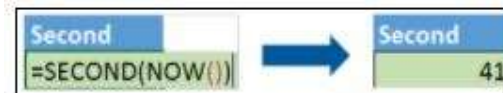
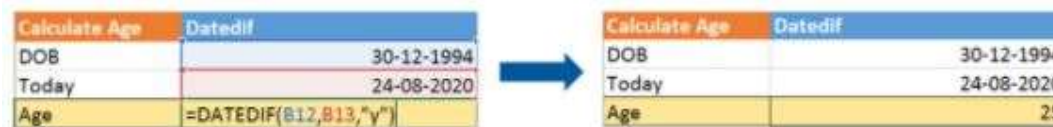


Fig: Second function in Excel

13. DATEDIF

The DATEDIF() function provides the difference between two dates in terms of years, months, or days.

Below is an example of a DATEDIF function where we calculate the current age of a person based on two given dates, the date of birth and today's date.



Calculate Age	Datedif	Calculate Age	Datedif
DOB	30-12-1994	DOB	30-12-1994
Today	24-08-2020	Today	24-08-2020
Age	=DATEDIF(B12,B13,\"Y\")	Age	25

Fig: Datedif function in Excel

Now, let's skin through a few critical advanced functions in Excel that are popularly used to analyze data and create reports.

14. VLOOKUP

Next up in this article is the VLOOKUP() function. This stands for the vertical lookup that is responsible for looking for a particular value in the leftmost column of a table. It then returns a value in the same row from a column you specify.

Below are the arguments for the VLOOKUP function:

lookup_value - This is the value that you have to look for in the first column of a table.

table - This indicates the table from which the value is retrieved.

col_index - The column in the table from the value is to be retrieved.

range_lookup - [optional] TRUE = approximate match (default). FALSE = exact match.

We will use the below table to learn how the VLOOKUP function works.

If you wanted to find the department to which Stuart belongs, you could use the VLOOKUP function as shown below:

	A	B	C	D	E
1	First Name	Last Name	Department	City	Date Hired
2	Ben	Zampa	HR	Chicago	10-11-2001
3	Stuart	Carry	Marketing	Kansas	20-06-2002
4	Jenson	Button	Operations	New York	01-12-2004
5	Lucy	Davis	Sales	Los Angeles	25-02-2011
6	Trent	Patinson	IT	Boston	17-08-2015
7	Jhonny	Evans	Sales	Houston	10-01-2018

Fig: Vlookup function in Excel

Here, A11 cell has the lookup value, A2: E7 is the table array, 3 is the column index number with information about departments, and 0 is the range lookup.

9	Vlookup				
10	First Name	Last Name	Department	City	Date Hired
11	Stuart		=VLOOKUP(A11,A2:E7,3,0)		

If you hit enter, it will return "Marketing", indicating that Stuart is from the marketing department.

9	Vlookup				
10	First Name	Last Name	Department	City	Date Hired
11	Stuart		Marketing		

15. HLOOKUP

Similar to VLOOKUP, we have another function called HLOOKUP() or horizontal lookup. The function HLOOKUP looks for a value in the top row of a table or array of benefits. It gives the value in the same column from a row you specify.

Below are the arguments for the HLOOKUP function:

- lookup_value - This indicates the value to lookup.
- table - This is the table from which you have to retrieve data.
- row_index - This is the row number from which to retrieve data.
- range_lookup - [optional] This is a boolean to indicate an exact match or approximate match. The default value is TRUE, meaning an approximate match.

Given the below table, let's see how you can find the city of Jenson using HLOOKUP.

	G	H	I	J	K	L	M
First Name	Ben	Stuart	Jenson	Lucy	Trent	Jhonny	
Last Name	Zampa	Carry	Button	Davis	Patinson	Evans	
Department	HR	Marketing	Operations	Sales	IT	Sales	
City	Chicago	Kansas	New York	Los Angeles	Boston	Houston	
Date Hired	10-11-2001	20-06-2002	01-12-2004	25-02-2011	17-08-2015	10-01-2018	

Hlookup	
First Name	Jenson
City	=HLOOKUP(H23,G1:M5,4,0)

Fig: Hlookup function in Excel

Here, H23 has the lookup value, i.e., Jenson, G1:M5 is the table array, 4 is the row index number, 0 is for an approximate match.

Once you hit enter, it will return "New York".

Hlookup	
First Name	Jenson
City	New York

16. IF

The IF() function checks a given condition and returns a particular value if it is TRUE. It will return another value if the condition is FALSE.

In the below example, we want to check if the value in cell A2 is greater than 5. If it's greater than 5, the function will return "Yes 4 is greater", else it will return "No".

	A	B	C	D
1		IF		
2	4	=IF(A2>5, "Yes 4 is greater", "No")		

Fig: If function in Excel

In this case, it will return 'No' since 4 is not greater than 5.

'IFERROR' is another function that is popularly used. This function returns a value if an expression evaluates to an error, or else it will return the value of the expression.

Suppose you want to divide 10 by 0. This is an invalid expression, as you can't divide a number by zero. It will result in an error.

	A	B
1		IFERROR
2	10	Cannot divide
3	0	

The above function will return "Cannot divide".

17. COUNTIF

The function COUNTIF() is used to count the total number of cells within a range that meet the given condition.

Below is a coronavirus sample dataset with information regarding the coronavirus cases and deaths in each country and region.

Let's find the number of times Afghanistan is present in the table.

	A	B	C	D	E	F	G	H	I	J	K
1	dateRep	day	month	year	cases	deaths	countriesAndTerritories	geold	countryterritoryCode	popData2018	continentExp
2	03-06-2020	3	6	2020	759	5	Afghanistan	AF	AFG	37172386	Asia
3	02-06-2020	2	6	2020	545	8	Afghanistan	AF	AFG	37172386	Asia
4	01-06-2020	1	6	2020	680	8	Afghanistan	AF	AFG	37172386	Asia
5	31-05-2020	31	5	2020	866	3	Afghanistan	AF	AFG	37172386	Asia
6	30-05-2020	30	5	2020	623	11	Afghanistan	AF	AFG	37172386	Asia
7	29-05-2020	29	5	2020	580	8	Afghanistan	AF	AFG	37172386	Asia
8	28-05-2020	28	5	2020	625	7	Afghanistan	AF	AFG	37172386	Asia
9	27-05-2020	27	5	2020	658	1	Afghanistan	AF	AFG	37172386	Asia
10	26-05-2020	26	5	2020	591	1	Afghanistan	AF	AFG	37172386	Asia
11	25-05-2020	25	5	2020	584	2	Afghanistan	AF	AFG	37172386	Asia
12	24-05-2020	24	5	2020	782	11	Afghanistan	AF	AFG	37172386	Asia
13	23-05-2020	23	5	2020	540	12	Afghanistan	AF	AFG	37172386	Asia
14	22-05-2020	22	5	2020	531	6	Afghanistan	AF	AFG	37172386	Asia
15	21-05-2020	21	5	2020	492	9	Afghanistan	AF	AFG	37172386	Asia
16	20-05-2020	20	5	2020	581	5	Afghanistan	AF	AFG	37172386	Asia
17	19-05-2020	19	5	2020	408	4	Afghanistan	AF	AFG	37172386	Asia
18	18-05-2020	18	5	2020	262	1	Afghanistan	AF	AFG	37172386	Asia
19	17-05-2020	17	5	2020	0	0	Afghanistan	AF	AFG	37172386	Asia
20	16-05-2020	16	5	2020	1063	32	Afghanistan	AF	AFG	37172386	Asia
21	15-05-2020	15	5	2020	113	6	Afghanistan	AF	AFG	37172386	Asia
22	14-05-2020	14	5	2020	259	3	Afghanistan	AF	AFG	37172386	Asia
23	13-05-2020	13	5	2020	280	5	Afghanistan	AF	AFG	37172386	Asia



Fig: Countif function in Excel

The COUNTIFS function counts the number of cells specified by a given set of conditions.

If you want to count the number of days in which the cases in India have been greater than 100. Here is how you can use the COUNTIFS function.



18. SUMIF

The SUMIF() function adds the cells specified by a given condition or criteria.

Below is the coronavirus dataset using which we will find the total number of cases in India till 3rd Jun 2020. (Our dataset has information from 31st Dec 2020 to 3rd Jun 2020).

	A	B	C	D	E	F	G	H	I	J	K
9078	31-12-2019	31	12	2019	0	0	India	IS	ISL	353574	Europe
9079	03-06-2020	3	6	2020	8909	217	India	IN	IND	1352617328	Asia
9080	02-06-2020	2	6	2020	8171	204	India	IN	IND	1352617328	Asia
9081	01-06-2020	1	6	2020	8392	230	India	IN	IND	1352617328	Asia
9082	31-05-2020	31	5	2020	8380	193	India	IN	IND	1352617328	Asia
9083	30-05-2020	30	5	2020	7964	265	India	IN	IND	1352617328	Asia
9084	29-05-2020	29	5	2020	7466	175	India	IN	IND	1352617328	Asia
9085	28-05-2020	28	5	2020	6566	194	India	IN	IND	1352617328	Asia
9086	27-05-2020	27	5	2020	6387	170	India	IN	IND	1352617328	Asia
9087	26-05-2020	26	5	2020	6535	146	India	IN	IND	1352617328	Asia
9088	25-05-2020	25	5	2020	6977	154	India	IN	IND	1352617328	Asia
9089	24-05-2020	24	5	2020	6767	147	India	IN	IND	1352617328	Asia
9090	23-05-2020	23	5	2020	6654	137	India	IN	IND	1352617328	Asia
9091	22-05-2020	22	5	2020	6088	148	India	IN	IND	1352617328	Asia
9092	21-05-2020	21	5	2020	5609	132	India	IN	IND	1352617328	Asia
9093	20-05-2020	20	5	2020	5611	140	India	IN	IND	1352617328	Asia
9094	19-05-2020	19	5	2020	4970	134	India	IN	IND	1352617328	Asia
9095	18-05-2020	18	5	2020	5242	157	India	IN	IND	1352617328	Asia
9096	17-05-2020	17	5	2020	4987	120	India	IN	IND	1352617328	Asia
9097	16-05-2020	16	5	2020	3970	103	India	IN	IND	1352617328	Asia
9098	15-05-2020	15	5	2020	3967	100	India	IN	IND	1352617328	Asia
9099	14-05-2020	14	5	2020	3722	134	India	IN	IND	1352617328	Asia
9100	13-05-2020	13	5	2020	3525	122	India	IN	IND	1352617328	Asia



Fig: Sumif function in Excel

The SUMIFS() function adds the cells specified by a given set of conditions or criteria.

Let's find the total cases in France on those days when the deaths have been less than 100.

