

7 most-used Excel functions



=VLOOKUP(D6,D2:E5,2,FALSE)

D	E
Fruit	Amount
Apples	50
Oranges	20
Bananas	60
Lemons	40
Apples	50

1

VLOOKUP

Use it to look up and retrieve data from a table.

Syntax

VLOOKUP (lookup_value, table_array, col_index_num, [range_lookup])

=IF(F2>E2, "Over budget", "Within budget")

D	E	F	G
Fruit	Budget	Actual	Status
Apples	\$ 50.00	\$ 61.25	Over budget
Oranges	\$ 20.00	\$ 18.59	Within budget
Bananas	\$ 60.00	\$ 54.87	Within budget
Lemons	\$ 40.00	\$ 48.21	Over budget

2

IF

Use it to make comparisons between a value and what you expect.

Syntax

IF(logical_test, value_if_true, [value_if_false])

=SUM(E2:E5)

D	E
Fruit	Budget
Apples	\$ 50.00
Oranges	\$ 20.00
Bananas	\$ 60.00
Lemons	\$ 40.00
	\$ 170.00

3

SUM

Use it to add up a range of numbers.

Syntax

SUM(range to be summed)

=COUNTIF(D2:D8, "Apples")

D	E
Fruit	Amount
Apples	\$ 50.00
Oranges	\$ 20.00
Bananas	\$ 60.00
Apples	\$ 35.00
Lemons	\$ 40.00
Apples	\$ 25.00
Bananas	\$ 40.00
	3

4

COUNTIF

Use it to count the number of cells that meet a criterion.

Syntax

COUNTIF(range, criteria)

=SUMIF(E2:E5, ">40")

D	E
Fruit	Amount
Apples	\$ 50.00
Oranges	\$ 20.00
Bananas	\$ 60.00
Lemons	\$ 35.00
	\$ 110.00

5

SUMIF

Use it to sum the values in a range that meet specific criteria.

Syntax

SUMIF(range, criteria, [sum_range])

=CONCATENATE(D2, " & ", D3)

D	E
Fruit	Amount
Apples	\$ 50.00
Oranges	\$ 20.00
Bananas	\$ 60.00
Lemons	\$ 35.00
Apples & Oranges	

6

CONCATENATE

Use it to join two or more text strings into one string.

Syntax

CONCATENATE(text1, [text2], ...) To add spaces or punctuation, type the item in quotation marks between the cells or values you want to connect.

=AVERAGE(E2:E5)

D	E
Fruit	Amount
Apples	\$ 50.00
Oranges	\$ 20.00
Bananas	\$ 60.00
Lemons	\$ 35.00
	\$ 41.25

7

AVERAGE

Use it to return the average of a range of numbers.

Syntax

AVERAGE (number1, [number2], ...)