

SELECTED USEFUL EXCEL FORMULAS

FORMULA	DESCRIPTION	SYNTAX
Casing Functions		
PROPER	change text string to proper casing	=PROPER(text or cell reference)
UPPER	change text string to upper casing	=UPPER(text or cell reference)
LOWER	change text string to lower casing	=LOWER(text or cell reference)
String Manipulation		
&	concatenate text and cells together	=A1&"text"&A2
LEFT	return N # of characters from the left	=LEFT(text,num_chars)
RIGHT	return N # of characters from the right	=RIGHT(text,num_chars)
FIND	find the first specified character in a text string	=FIND(find_text,within_text,start_num)
INDIRECT	returns reference specified by a text string	=INDIRECT(ref_text)
DATEVALUE	converts a date to corresponding number	=DATEVALUE(date_text)
Lookup Functions		
VLOOKUP	looks for a value in N th column of a vertical array of data	=VLOOKUP(lookup_value,table_array,col_index_num,range_lookup)
HLOOKUP	looks for a value in N th row of a horizontal array of data	=HLOOKUP(lookup_value,table_array,row_index_num,range_lookup)
MATCH	returns relative position of a value in an array	=MATCH(lookup_value,lookup_array,match_type)
Switches		
IF	performs an action based on a logical test	=IF(logical_test,value_if_true,value_if_false)
CHOOSE	chooses an action or value based on a number	=CHOOSE(index_num,value1,value2,...)
OFFSET	returns a value in a cell offset from a reference cell	=OFFSET(reference,rows,cols,height,width)
Error Checking		
ISERROR	checks if a value/formula is an error	=ISERROR(value)
ISNA	checks if a value/formula is N/A	=ISNA(value)
ISBLANK	checks if a cell is blank	=ISBLANK(value)
Mathematical Calculations		
MAX	returns the largest value of an array of numbers	=MAX(number1,number2,...)
AVERAGE	returns the average of an array of numbers	=AVERAGE(number1,number2,...)
MEDIAN	returns the median of an array of numbers	=MEDIAN(number1,number2,...)
MIN	returns the smallest value of an array of numbers	=MIN(number1,number2,...)
Financial Calculations		
NPV	returns net present value of a series of values	=NPV(rate,value1,value2,...)
IRR	returns internal rate of return of a series of values	=IRR(values)
PV	returns present value of a future value or series of values	=PV(rate,nper,pmt,fv,type)
FV	returns future value of a present value or series of values	=FV(rate,nper,pmt,pv,type)
RATE	returns interest rate given a series of values	=RATE(nper,pmt,pv,fv,type)