

Excel Formula Quick Sheet

Quick reference • OfficeHelper • Independent reference site

- SUM — =SUM(A2:A100)
- AVERAGE — =AVERAGE(A2:A100)
- COUNT — =COUNT(A2:A100)
- COUNTIF — =COUNTIF(A:A,"Done")
- SUMIF — =SUMIF(A:A,"North",B:B)
- IF — =IF(B2>=50,"Pass","Fail")
- XLOOKUP — =XLOOKUP(E2,A:A,B:B,"Not found")
- IFERROR — =IFERROR(A2/B2,0)
- TEXTJOIN — =TEXTJOIN(", ",TRUE,A2:A10)
- FILTER — =FILTER(A2:B100,B2:B100="Open")

Note: shortcuts and features can vary by Office edition, operating system, keyboard layout and Microsoft 365 version.