



Top Twenty Excel Functions

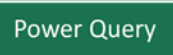
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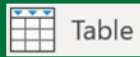
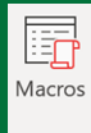
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These functions cover a range of tasks from logical tests and conditional calculations to text manipulation and numeric operations. They are fundamental tools for data analysis and manipulation in Excel.

1 XLOOKUP:

- **Function:** =XLOOKUP(lookup_value, lookup_array, return_array, [if_not_found], [match_mode], [search_mode])
- **Description:** XLOOKUP searches a range or array, finds the specified value, and returns a corresponding value in another specified range. It's a versatile replacement for older lookup functions like VLOOKUP and HLOOKUP.

2 COUNTA:

- **Function:** =COUNTA(value1, [value2], ...)
- **Description:** COUNTA counts the number of non-empty cells in a range. It includes cells with text, numbers, dates, errors, and any other non-empty values.

3 SUBTOTAL:

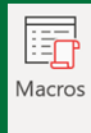
- **Function:** =SUBTOTAL(function_num, ref1, [ref2], ...)
- **Description:** SUBTOTAL performs a specified calculation (e.g., sum, average, count) on a range, but it can be set to ignore other SUBTOTAL functions within the specified range. It's often used for calculations in filtered data.

4 AND:

- **Function:** =AND(logical1, [logical2], ...)
- **Description:** AND returns TRUE if all the specified conditions are true; otherwise, it returns FALSE. It's often used in conjunction with other logical functions.

5 OR:

- **Function:** =OR(logical1, [logical2], ...)
- **Description:** OR returns TRUE if at least one of the specified conditions is true; otherwise, it returns FALSE. Like AND, it's commonly used in logical tests.



6 IFS:

- **Function:** =IFS(logical_test1, value_if_true1, [logical_test2, value_if_true2], ...)
- **Description:** IFS evaluates multiple conditions and returns the corresponding result of the first true condition. It's a more readable alternative to nested IF statements.

7 VALUE:

- **Function:** =VALUE(text)
- **Description:** VALUE converts a text string that represents a number to a numeric value. It's useful when dealing with data imported as text.

8 TEXT:

- **Function:** =TEXT(value, format_text)
- **Description:** TEXT formats a numeric value based on a specified format. It's commonly used to display dates, numbers, or percentages in a specific format.

9 SUM:

- **Function:** =SUM(number1, [number2], ...)
- **Description:** The SUM function adds up a range of numbers. It takes one or more numeric arguments and returns their sum.

10 IF:

- **Function:** =IF(logical_test, value_if_true, [value_if_false])
- **Description:** IF performs a logical test and returns one value if true and another if false. It's a fundamental conditional function.

11 COUNT:

- **Function:** =COUNT(value1, [value2], ...)
- **Description:** COUNT counts the number of cells that contain numbers in a range. It's used for basic counting tasks.



12 VLOOKUP:

- **Function:** =VLOOKUP(lookup_value, table_array, col_index_num, [range_lookup])
- **Description:** VLOOKUP searches for a value in the first column of a table and returns a value in the same row from another column.

13 IFERROR:

- **Function:** =IFERROR(value, value_if_error)
- **Description:** IFERROR returns a specified value if a formula results in an error; otherwise, it returns the result of the formula.

14 CONCATENATE:

- **Function:** =CONCATENATE(text1, [text2], ...)
- **Description:** CONCATENATE combines multiple text strings into one. It's often used to merge text from different cells.

15 LEFT:

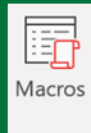
- **Function:** =LEFT(text, num_chars)
- **Description:** LEFT returns a specified number of characters from the beginning of a text string.

16 RIGHT:

- **Function:** =RIGHT(text, num_chars)
- **Description:** RIGHT returns a specified number of characters from the end of a text string.

17 TRIM:

- **Function:** =TRIM(text)
- **Description:** TRIM removes extra spaces from a text string, except for single spaces between words.



18 ROUND:

- **Function:** =ROUND(number, num_digits)
- **Description:** ROUND rounds a number to a specified number of digits. It's used for precision in numeric calculations.

19 COUNTIF:

- **Function:** =COUNTIF(range, criteria)
- **Description:** COUNTIF counts the number of cells within a range that meet a specified condition (criteria).

20 SUMIF:

- **Function:** =SUMIF(range, criteria, [sum_range])
- **Description:** SUMIF adds up the values in a range that meet a specified condition (criteria).