

# EXCEL FORMULAS CHEAT SHEET

Most Important Excel Formulas for Daily Work • Premium Printable Edition

## Basic Formulas

Formula	Use Case	Example
SUM	Add numbers	=SUM(B2:B10)
AVERAGE	Find average	=AVERAGE(B2:B10)
MAX / MIN	Highest / Lowest	=MAX(B2:B10)
COUNT	Count numbers	=COUNT(B2:B10)

## Logical Formulas

Formula	Purpose	Example
IF	Conditional logic	=IF(A2>=40,"Pass","Fail")
IFERROR	Handle errors	=IFERROR(A2/B2,"Error")
AND	All conditions TRUE	=AND(A2>50,B2="Yes")
OR	Any condition TRUE	=OR(A2>50,B2="Yes")

## Lookup & Dynamic Formulas

Formula	Purpose	Example
VLOOKUP	Vertical lookup	=VLOOKUP(A2,F:H,2,FALSE)
XLOOKUP	Modern lookup	=XLOOKUP(A2,F:F,G:G)
FILTER	Dynamic filtering	=FILTER(A2:C10,B2:B10="Yes")
UNIQUE	Remove duplicates	=UNIQUE(A2:A10)
INDEX+MATCH	Advanced lookup	=INDEX(C:C,MATCH(A2,A:A,0))

## Pro Excel Tips

- Use **\$** to lock cells → **\$A\$1**

- Press **F4** to quickly add \$

- Use **Ctrl + Shift + L** for filters

- Use **Excel Tables (Ctrl + T)** for dynamic formulas

- Prefer **XLOOKUP** over VLOOKUP in Excel 365

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