HOORVIA — TOP EXCEL FORMULAS & FUNCTIONS

Desk Reference Sheet: Lookup, Conditional Math, Logic, Text & Date Formulas

VERIFIED SYNTAX
EXCEL 365 / 2024

ESSENTIAL MICROSOFT EXCEL FORMULAS (COPY-READY SYNTAX & PRACTICAL EXAMPLES)

FUNCTION NAME	EXACT FORMULA SYNTAX / EXAMPLE	WHAT IT DOES & PRO TIP
XLOOKUP	`=XLOOKUP(E2, A2:A100, C2:C100, "Not Found")`	Modern replacement for VLOOKUP; searches left or right
VLOOKUP	`=VLOOKUP(E2, A2:D100, 3, FALSE)`	Looks up value in 1st column, returns 3rd col (Exact)
INDEX + MATCH	`=INDEX(C2:C100, MATCH(E2, A2:A100, 0))`	Flexible 2-way lookup compatible with all Excel versions
SUMIF	`=SUMIF(A2:A100, "East", C2:C100)`	Sums values in C2:C100 where column A equals "East"
SUMIFS	`=SUMIFS(C2:C100, A2:A100, "East", B2:B100, ">50")`	Sums column C when multiple criteria are all met
COUNTIF / COUNTIFS	`=COUNTIF(A2:A100, "Paid")`	Counts how many cells match the condition "Paid"
AVERAGEIF	`=AVERAGEIF(B2:B100, ">0", C2:C100)`	Calculates average excluding zeros or non-matching rows
IF + AND / OR	`=IF(AND(A2>=70, B2="Yes"), "Pass", "Review")`	Tests multiple conditions and returns custom text
IFERROR	`=IFERROR(A2/B2, 0)`	Replaces ugly #DIV/0! or #N/A errors with 0 or blank
FILTER (Dynamic)	`=FILTER(A2:D100, B2:B100="Active", "None")`	Spills all matching rows dynamically into a new table
UNIQUE & SORT	`=SORT(UNIQUE(A2:A100))`	Extracts a clean, alphabetically sorted list of unique items
TEXTJOIN	`=TEXTJOIN(", ", TRUE, A2:A10)`	Combines cells with a comma delimiter, ignoring blanks
LEFT / RIGHT / MID	`=LEFT(A2, 4)` | `=MID(A2, 3, 5)`	Extracts specific characters from start, middle, or end
TRIM & PROPER	`=PROPER(TRIM(A2))`	Removes extra spaces and capitalizes First/Last names
DATEDIF / NETWORKDAYS	`=NETWORKDAYS(A2, B2)`	Counts M–F working business days between two dates
EOMONTH	`=EOMONTH(TODAY(), 0)`	Returns the exact last calendar day of the current month

4 ESSENTIAL KEYBOARD SHORTCUTS: • Lock Absolute Cell (`$A$2`): Press **F4** while editing a formula | • Instant AutoSum: **Alt + =** (Win) / **Cmd + Shift + T** (Mac) | • Flash Fill Pattern: **Ctrl + E** | • Convert to Table: **Ctrl + T**.