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Top 50 Excel and Google Sheets Functions

The functions most people use every week, with a ready-to-edit example. All 50 work in Microsoft 365 and Google Sheets. Tags show older Excel limits.

Add and calculate

Function	What it does	Example
SUM	Adds numbers	=SUM(B2:B10)
SUMIF	Adds with one condition	=SUMIF(A2:A10,"East",C2:C10)
SUMIFS	Adds with several conditions	=SUMIFS(C2:C10,A2:A10,"East",B2:B10,"Feb")
SUMPRODUCT	Multiplies ranges, then adds	=SUMPRODUCT(B2:B10,C2:C10)
ROUND	Rounds to set decimals	=ROUND(B2,2)
ROUNDUP	Always rounds up	=ROUNDUP(B2,0)
ABS	Removes the minus sign	=ABS(B2)
MOD	Returns the remainder	=MOD(B2,7)

Count and compare

Function	What it does	Example
COUNT	Counts numbers	=COUNT(B2:B10)
COUNTA	Counts non-empty cells	=COUNTA(A2:A10)
COUNTIF	Counts with one condition	=COUNTIF(A2:A10,"East")
COUNTIFS	Counts with several conditions	=COUNTIFS(A2:A10,"East",C2:C10,">1000")
AVERAGE	Finds the mean	=AVERAGE(B2:B10)
AVERAGEIF	Averages with a condition	=AVERAGEIF(A2:A10,"East",C2:C10)
MAX	Finds the largest	=MAX(B2:B10)
MIN	Finds the smallest	=MIN(B2:B10)
MAXIFS Excel 2019+	Largest with a condition	=MAXIFS(C2:C10,A2:A10,"East")
LARGE	Finds the nth largest	=LARGE(B2:B10,2)
RANK.EQ	Ranks a value	=RANK.EQ(B2,B$2:B$10)

Make decisions

Function	What it does	Example
IF	Picks a result from a test	=IF(B2>=100,"Pass","Fail")
IFS Excel 2019+	Tests several conditions	=IFS(B2>=90,"A",B2>=75,"B",TRUE,"C")
AND	TRUE if all tests pass	=AND(B2>0,C2>0)
OR	TRUE if any test passes	=OR(B2>0,C2>0)

Function	What it does	Example
IFERROR	Replaces an error	=IFERROR(A2/B2,0)
IFNA	Replaces only #N/A	=IFNA(VLOOKUP(F2,A2:C10,3,FALSE),"Missing")
SWITCH Excel 2019+	Matches one of several values	=SWITCH(A2,"E","East","W","West","Other")
LET Excel 2021+	Names parts of a formula	=LET(t,SUM(B2:B10),B2/t)

Look up and filter

Function	What it does	Example
XLOOKUP Excel 2021+	Modern lookup in any direction	=XLOOKUP(F2,A2:A10,C2:C10,"Not found")
VLOOKUP	Looks right from the first column	=VLOOKUP(F2,A2:C10,3,FALSE)
INDEX	Returns a value by position	=INDEX(C2:C10,3)
MATCH	Finds a position	=MATCH(F2,A2:A10,0)
FILTER Excel 2021+	Returns matching rows	=FILTER(A2:C10,A2:A10="East")
SORT Excel 2021+	Sorts a range	=SORT(A2:C10,3,-1)
UNIQUE Excel 2021+	Removes repeats	=UNIQUE(A2:A10)

Work with text

Function	What it does	Example
LEFT	Takes characters from the left	=LEFT(A2,3)
RIGHT	Takes characters from the right	=RIGHT(A2,4)
MID	Takes characters from the middle	=MID(A2,2,4)
LEN	Counts characters	=LEN(A2)
TRIM	Removes extra spaces	=TRIM(A2)
PROPER	Capitalizes each word	=PROPER(A2)
SUBSTITUTE	Replaces text	=SUBSTITUTE(A2,"-"," ")
TEXT	Formats a value as text	=TEXT(B2,"dd-mmm-yyyy")
TEXTJOIN Excel 2019+	Joins with a delimiter	=TEXTJOIN(", ",TRUE,A2:A5)

Dates and money

Function	What it does	Example
TODAY	Returns today's date	=TODAY()
EOMONTH	Finds the month end	=EOMONTH(A2,0)
DATEDIF	Time between two dates	=DATEDIF(A2,TODAY(),"Y")
NETWORKDAYS	Counts workdays	=NETWORKDAYS(A2,B2)
WORKDAY	Adds workdays to a date	=WORKDAY(A2,10)
PMT	Calculates a loan payment	=PMT(6%/12,60,-50000)
NPV	Net present value	=NPV(8%,B2:B6)

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