



Microsoft® Excel Functions Quick Reference Guide



Returns TRUE if all arguments are TRUE.

=AND (C5=25,D5>20)

Function | Argument | Argument

Returns the average number in an array.

=AVERAGE (A1:A5)

Function | Range

Returns the average of cells in a range that meet a given criteria.

=AVERAGEIF (A1:A5, "<350")

Function | Range | Criteria

Joins several strings together and returns the concatenated string.

=CONCAT (A1,B1)

Function | Cells to concatenate

Converts a number from one measurement unit to another.

=CONVERT (10, "min", "sec")

Function | From unit | To unit | To unit

Counts the number of cells in a range that contain numbers.

=COUNT (A1:A5)

Function | Range

Counts the number of cells in a range that are not empty.

=COUNTA (A1:A6)

Function | Range

Counts the number of empty cells in a specified range.

=COUNTBLANK (A1:G6)

Function | Range

Counts the number of cells in a range that meet a given condition.

=COUNTIF (A1:E1, ">5")

Function | Range | Criteria (text, number, expression)

Returns the number that represents the date in year, month, day order.

=DATE (2022,5,20)

Function | Year, Month, Day

Returns the day of the month as a number from 1 to 31.

=DAY (A1)

Function | Reference to a date

Returns the number of days between two dates.

=DAYS (C2,B2)

Function | End date | Start date

Excel Quick Reference

Puja Mehta



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