



## THE MICROSOFT EXCEL FORMULAS CHEAT SHEET

### DATE AND TIME FORMULAS

`=NOW`

Show the date and time

`=MONTH(TODAY())`

Show current month in a cell

`=TODAY()`

Show the current date without the time

`=TODAY()+10`

Add 10 days to current date

`=DAY(TODAY())`

Show today's date in a cell

### COUNTING AND ROUNDING FORMULAS

`=SUM`

Calculates the sum of a group of values

`=COUNT`

Counts the number of cells in a range that contains numbers

`=AVERAGE`

Calculates the mean of a group of values

`=INT`

Removes the decimal portion of a number

`=ROUND`

Rounds a number to a specified number of decimal places

`=COUNTA(A1:A5)`

Count the number of non-blank cells in a range

`=IF`

Tests for a true or false condition

`=ROUND(1.45, 1)`

Rounds 1.45 to one decimal place

`=NOW`

Returns the date, without the time

`=ROUND(-1.457, 2)`

Rounds -1.457 to two decimal places

`=AVERAGE`

Calculates the mean of a group of values

`=TRUE`

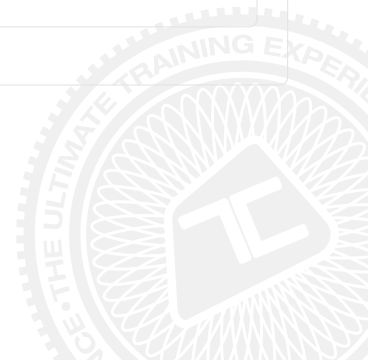
Returns the logical value TRUE

`=TODAY`

Returns the date, without the time

`=FALSE`

Returns the logical value FALSE





## COUNTING AND ROUNDING FORMULAS (CONT.)

`=SUMIF`

Calculates a sum from a group of values in which a condition has been met

`=AND`

Returns TRUE if all of its arguments are TRUE

`=COUNTIF`

Calculates the sum of a group of values

`=OR`

Returns TRUE if any argument is TRUE

## UNIT CONVERSION FORMULAS

`=CONVERT(A1,"DAY","HR")`

Converts value of A1 from days to hours

`=CONVERT(A1,"C","F")`

Converts value of A1 from Celsius to Fahrenheit

`=CONVERT(A1,"HR","MN")`

Converts value of A1 from hours to minutes

`=CONVERT(A1,"TSP","TBS")`

Converts value of A1 from teaspoons to tablespoons

`=CONVERT(A1,"YR","DAY")`

Converts value of A1 from years to days

`!ERROR! A1 does not contain a number or expression`

Converts value of A1 from gallons to liters

`=CONVERT(A1,"MI","KM")`

Converts value of A1 from miles to kilometers

`=CONVERT(A1,"CM","IN")`

Converts value of A1 from centimeters to inches

`=CONVERT(A1,"KM","MI")`

Converts value of A1 from kilometers to miles

`=BIN2DEC(1100100)`

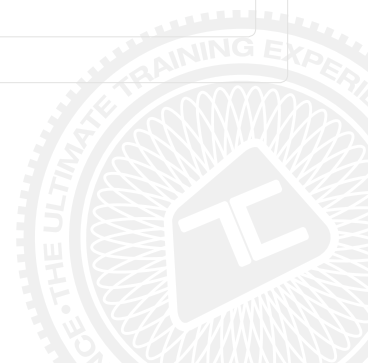
Converts binary 1100100 to decimal (100)

`=CONVERT(A1,"IN","FT")`

Converts value of A1 from inches to feet

`=ROMAN`

Converts a number into a Roman numeral





## MATHEMATICS FORMULAS

`=B2-C9`

Subtracts values  
in the two cells

`=MAX(C27:C34)`

Calculates the largest  
number in a range

`=D8*A3`

Multiplies the numbers  
in the two cells

`=SMALL(B1:B7, 2)`

Calculates the second  
smallest number in a range

`=PRODUCT(A1:A19)`

Multiplies the cells  
in the range

`=LARGE(G13:D7,3)`

Calculates the third largest  
number in a range

`=PRODUCT(F6:A1,2)`

Multiplies the cells in  
the range, and multiplies  
the result by 2

`=POWER(9,2)`

Calculates nine  
squared

`=A1/A3`

Divides value in A1  
by the value in A3

`=9^3`

Calculates nine  
cubed

`=MOD`

Returns the remainder  
from division

`=FACT(A1)`

Factorial of  
value in A1

`=MIN(A1:A8)`

Calculates the smallest  
number in a range

`=EVEN`

Rounds a number up to the  
nearest even integer

`=ODD`

Subtracts values  
in the two cells

`=RANDBETWEEN`

Calculates the largest  
number in a range

`=AVERAGE`

Multiplies the numbers  
in the two cells

`=COS`

Calculates the second  
smallest number in a range

`=MEDIAN`

Multiplies the cells  
in the range

`=SIN` Returns the sine of the  
given angle

Calculates the sine  
of the given angle

`=SQRT`

Multiplies the cells in  
the range, and multiplies  
the result by 2

`=TAN`

Calculates the  
tangent of a number

`=PI`

Divides value in A1  
by the value in A3

`=CORREL`

Calculates the correlation coefficient  
between two data sets

`=POWER`

Returns the remainder  
from division

`=STDEVA`

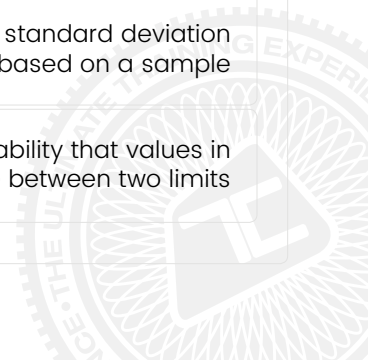
Estimates standard deviation  
based on a sample

`=RAND`

Calculates the smallest  
number in a range

`=PROB`

Returns the probability that values in  
a range are between two limits





## TEXT FORMULAS

**=LEFT**

Extracts one or more characters from the left side of a text string

**=LOWER**

Converts a text string to all lowercase

**=RIGHT**

Extracts one or more characters from the right side of a text string

**=UPPER**

Converts a text string to all uppercase

**=MID**

Extracts characters from the middle of a text string

**=PROPER**

Converts a text string to proper case

**=CONCATENATE**

Merges two or more text strings

**=LEN**

Returns a text string's length in characters

**=REPLACE**

Replaces part of a text string

**=REPT**

Repeats text a given number of times

**=TEXT**

Formats a number and converts it to text

**=DOLLAR**

Converts a number to text, using the USD currency format

**=VALUE**

Converts a text cell to a number

**=CLEAN**

Removes all non-printable characters from text

**=EXACT**

Checks to see if two text values are identical





## FINANCE FORMULAS

=INTRATE

Calculates the interest rate for a fully invested security

=ACCRINT

Calculates the accrued interest for a security that pays periodic interest

=EFFECT

Calculates the effective annual interest rate

=ACCRINTM

Calculates the accrued interest for a security that pays interest at maturity

=FV

Calculates the future value of an investment

=AMORLINC

Calculates the depreciation for each accounting period

=FVSCHEDULE

Calculates the future value of an initial principal after applying a series of compound interest rates

=NPV

Calculates the net present value of cash flows based on a discount rate

=PMT

Calculates the total payment (debt and interest) on a debt security

=YIELD

Calculates the yield of a security based on maturity, face value, and interest rate

=IPMT

Calculates the interest payment for an investment for a given period

=PRICE

Calculates the price per \$100 face value of a periodic coupon bond

