

Type of Formula	Use	Example of Correct Formula	Explanation
Conditional Formulas	<p>Use AND, OR, NOT, and IF function to create conditional formulas. These formulas are used to:</p> <p>Create a formula that results in a logical value (true/false)</p> <p>Create a formula that results in another calculation or in values other than true/false</p>	<p>=IF(A2=15, "OK", "Not OK")</p> <p>=IF(OR(A5<>"Sprockets", A6<>"Widgets"), "OK", "Not OK")</p> <p>=IF(A5 < 29701, A5 * 15%, A5 * 25%)</p>	<p>If the value in cell A2 equals 15, then return OK. If it doesn't equal 15, then return Not OK.</p> <p>If the value in cell A5 is not equal to Sprockets or if the value in A6 is not equal to Widgets, then return OK. Otherwise, return Not OK.</p> <p>If the value in cell A5 is less than 29,701, multiplies the value in cell A5 by 15%. If the value in A5 is greater than or equal to 29,701, then the amount in cell A5 is multiplied by 25%.</p>
Lookups	<p>Lookup values in a range and populate a corresponding value</p>	<p>=VLOOKUP("Parks",B2:E7,2, FALSE)</p>	<p>Looks up the value Parks in the first column of the defined range B2:E7 and returns the value found in the second column of the same range. The range lookup FALSE returns an exact match.</p>
Text	<p>Change the case of text</p>	<p>=UPPER</p> <p>=LOWER</p> <p>=PROPER</p>	<p>Changes text to all UPPERCASE.</p> <p>Changes text to all lowercase.</p> <p>Changes text to Title Case.</p>

Date and Time	Adjust a revised schedule date by adding days	=A2+3	Add 3 days to the date value in cell A2.
	Add a number of months to a date	=DATE(YEAR(A2),MONTH(A2)+B2,DAY(A2))	Add 3 months to date in A2, when B2 contains the number 3.
	Add number of years to a date	=DATE(YEAR(A2)+B2,MONTH(A2),DAY(A2))	Add 3 years to date in A2, when B2 contains the number 3.
	Add combination of years, months and days to a date	=DATE(YEAR(A2)+3,MONTH(A2)+1,DAY(A2)+5)	Add 3 years, 1 month, and 5 days to value in A2.
	Add today's date	=TODAY() =NOW()	Populates the current date, and will refresh automatically. Populates the current date, and will not refresh automatically.
	Calculate the difference between two dates	=A3-A2	If the cells are formatted as dates, you can simply subtract.
	Count weekdays between two dates	=NETWORKDAYS(A2,A3)	Counts the weekdays between the values in the two cells.
	Calculate the number of months between two dates	=MONTH(A3)-MONTH(A2) =(YEAR(A4)-YEAR(A3))*12+MONTH(A4)-MONTH(A3)	Months occurring between two dates in the same year. Months occurring between two dates over a year apart.
	Calculate the number of years between two dates	=YEAR(A3)-YEAR(A2)	Years occurring between two dates.

Adapted from Microsoft.com

<http://office.microsoft.com/en-us/excel-help/examples-of-commonly-used-formulas-HP005200127.aspx>

Statistical	Average a group of numbers (arithmetic mean, and is calculated by adding a group of numbers and then dividing by the count of those numbers)	=AVERAGE(A2:A7) =AVERAGE(IF(A2:A7<>0, A2:A7,""))	Averages all of the numbers in list. Averages the numbers in the list except those that contain zero.
	Median is the middle number of a group of numbers; that is, half the numbers have values that are greater than the median, and half have values less than the median	=MEDIAN(A2:A7)	Median of numbers in the list.
	Mode is the most frequently occurring number in a group of numbers	=MODE(A2:A7)	Mode of numbers in the list.
	Percentage Change: Calculate the difference between two numbers as a percentage	=(B2-A2)/ABS(A2)	Divides the difference between the second and first numbers by the absolute value of the first number to get the percentage change.
	Increase or decrease a number by a percentage	=A2*(1-25%) =A2*(1+35%)	Decreases A2 by 25%. Increases A2 by 35%.

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Counting	Count cells that contain numbers that are not in a contiguous row or column	=COUNT(A2:A6) =COUNT(A2:A3,A6)	Counts number of cells that contain numbers. Counts number of cells that contain numbers, of the top two and bottom cells in the list A2 to A6.
	Count nonblank cells	=COUNTA(A2:A6)	Counts the number of nonblank cells in the list.
	Count how often a single value occurs	=COUNTIF(A2:A7,"Buchanan") =COUNTIF(B2:B7,"< 20000")	Number of entries for Buchanan . Number of values in the range B2 to B7 less than 20,000.
	Count how often multiple number values occur	=COUNT(IF((A2:A11="South")*(C2:C11="Meat"),D2:D11))	Number of salespeople who sold Meat in the South region.
	Convert measurements	=CONVERT(A2,"C","F") =CONVERT(A2,"tsp","tbs") =CONVERT(A2,"gal","l") =CONVERT(A2,"km","mi") =CONVERT(A2,"in","ft") =CONVERT(A2,"cm","in")	Degrees Celsius to Fahrenheit. Teaspoons to tablespoons. Gallons to liters. Kilometers to mile. Inches to feet. Centimeters to inches.

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