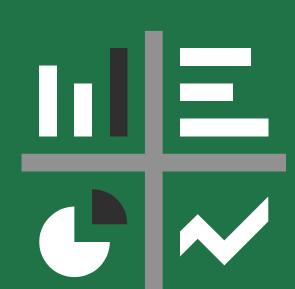
## 7 most-used **Excel functions**



D Fruit Amount **Apples** 50 20 Oranges Bananas 60 40 Lemons 50 **Apples** 

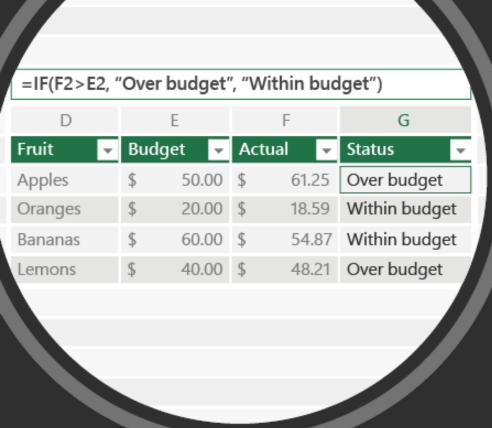
=VLOOKUP(D6,D2:E5,2,FALSE)

**VLOOKUP** Use it to look up and

retrieve data from a table.

Syntax

VLOOKUP (lookup\_value, table\_array, col\_index\_num, [range\_lookup])



Use it to make

IF

comparisons between a value and what you expect.

=SUM(E2:E5)

Syntax

Syntax

IF(logical\_test, value\_if\_true, [value\_if\_false])

D		E	
Fruit	~	Budget	~
Apples		\$	50.00
Oranges		\$	20.00
Bananas		\$	60.00
Lemons		\$	40.00
		\$	170.00

**SUM** Use it to add up a range of numbers.

=COUNTIF(D2:D8, "Apples")

D

Fruit

Ε

Amount

SUM(range to be summed)

Apples	\$	50.00		
Oranges	\$	20.00		
Bananas	\$	60.00		
Apples	\$	35.00		
Lemons	\$	40.00		
Apples	\$	25.00		
Bananas	\$	40.00		
		3		
Syntax				
·				
COUNTIF(ra	inge, crite	ria)		

**COUNTIF** Use it to count the number of cells that meet a criterion.

Fruit

**Apples** 

Oranges

Bananas

=SUMIF(E2:E5, ">40") Ε D

Amount

50.00

20.00

60.00

Lemons	\$	35.00			
	\$	110.00			
Syntax					
SUMIF(rang	SUMIF(range, criteria, [sum_range])				

=CONCATENATE(D2, " & ",D3)

Use it to sum the values in a range that meet specific criteria.

**SUMIF** 

Oranges Bananas Lemons Apples & Oranges

Syntax

D

Fruit

**Apples** 

60.00 35.00

Ε

50.00

20.00

Amount

Use it to join two or more text strings into one string. CONCATENATE(text1, [text2], ...) To add spaces or punctuation, type the item in quotation marks between the cells or values you want to connect.

**CONCATENATE** 

=AVERAGE(E2:E5)

D	Е	
Fruit	<ul><li>Amount</li></ul>	~
Apples	\$	50.00
Oranges	\$	20.00
Bananas	\$	60.00
Lemons	\$	35.00
	\$	41.25
Syntax		

**AVERAGE** 

Use it to return the average of a range of numbers.

AVERAGE (number1, [number2], ...)