

Everyday Functions

- =SUM(A1:A10) total | =AVERAGE(range) mean | =COUNT(range) numeric cells
- =MAX / =MIN largest and smallest
- =IF(B2>=40,"Pass","Fail") conditional value

Lookup and Conditions

- =VLOOKUP(value, table, col, FALSE) exact-match lookup
- =XLOOKUP(value, lookup_range, return_range) modern lookup
- =SUMIFS(sum_rng, crit_rng1, c1, ...) multi-condition totals
- =COUNTIFS(...) multi-condition counts | =IFERROR(formula, fallback)

Text Cleaning

- =TRIM(A1) remove extra spaces | =PROPER(A1) Title Case
- =LEFT/RIGHT/MID extract characters | =CONCAT or & join text
- Flash Fill (Ctrl+E) learns patterns from an example