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[@r1c1](#)



Excel has 100s of functions. Most them are not useful in day to day business setting. Here are the 10 most useful functions based on my 15 years of regular usage.



1) SUMIFS

Use it to add up values that meet one or more conditions.

=SUMIFS(A1:A100, B1:B100, "NZ", C1:C100, ">20") adds up all values in A1:A100 where column B is NZ and column C is more than 20.

2) XLOOKUP*

Use it to lookup a value and get corresponding value.

=XLOOKUP("Widget10", A1:A100, B1:B100)

looks the code Widget10 in column A and returns the price in column B.

* Works in Excel 365 / Web only

3) FILTER*

Use it to filter a list or range based on the conditions. Returns a range of values and automatically spills the values into next cells!

=FILTER(A1:C100, B1:B100="NZ")

returns the entire range of A1:C100 where column B has NZ.

4) COUNTIFS

Use it to count items that meet one or more criteria.

=COUNTIFS(B1:B100, "NZ", C1:C100, ">20")

tells us how many items have column B as NZ and column C more than 20.

5) INDEX

Use to it get a specific items from a list or range.

=INDEX(A1:A100, 12)

returns the 12th item in the range A1:A100

6) EDATE

Use it to calculate a future or past date after x months.

=EDATE(TODAY(), 6)

tells you what the date is exactly 6 months from now.

7) TEXTJOIN¹

Use it to combine text values in range with a specified delimiter.

=TEXTJOIN(" ", "This", "tweet", "thread", "is", "awesome!")

returns the message "This tweet thread is awesome!"

¹ Works in Excel 2019 or above

8) UNIQUE*

Use it to extract unique values from a range.

=UNIQUE(A1:A100)

gives you the unique items in range A1:A100 by removing any any duplicates.

9) SORT*

Use it to sort a list or range by in ascending or descending order.

=SORT(A1:C100, 2, -1)

Sorts the range A1:C100 by column B(2nd column) in descending order (-1)

10) IFERROR

Use it to replace any formula errors with a relevant value.

=IFERROR(A1/0, "We can retweet this thread, but can't really divide by zero")

prints the message "We can retweet this thread, but can't really divide by zero"■

11) For more on useful Excel functions, see these resources:

Top 15 Excel functions ■ <https://t.co/89m2aM6fYF>

Advanced Excel Skills for you ■ <https://t.co/uRW5resifJ>