

Dates and time Excel formulas cheat sheet

=EDATE – add a specified number of months to a date in Excel
=EOMONTH – convert a date to the last day of the month (e.g., 7/18/2018 to 7/31/2018)

=DATE – Returns a number that represents the date (yyyy/mm/dd) in Excel. This formula is useful when working with Excel functions that have a date as an argument.

=TODAY – insert and display today's date in a cell

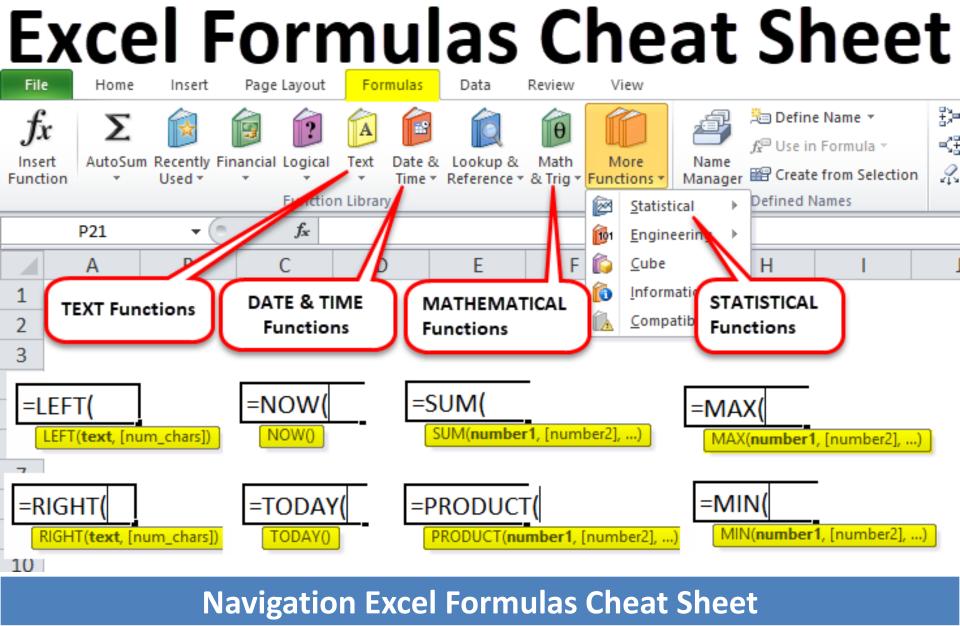
=NETWORKDAYS – Returns the number of whole workdays between two specified dates.

=YEAR – extracts and displays the year from a date (e.g.,

7/18/2018 to 2018) in Excel

=YEARFRAC – expresses the fraction of a year between two dates (e.g., 1/1/2018 – 3/31/2018 = 0.25)

Convert time to seconds – converts an amount of time to seconds (e.g., 5 minutes to 300 seconds)



Go To Special – press F5 and find all cells that are hard-codes, formulas, and more. Great for auditing.

Find and Replace – press Ctrl + F and you can change parts of many formulas at once.

Lookup formulas

INDEX MATCH – a combination of lookup functions that are more powerful than VLOOKUP

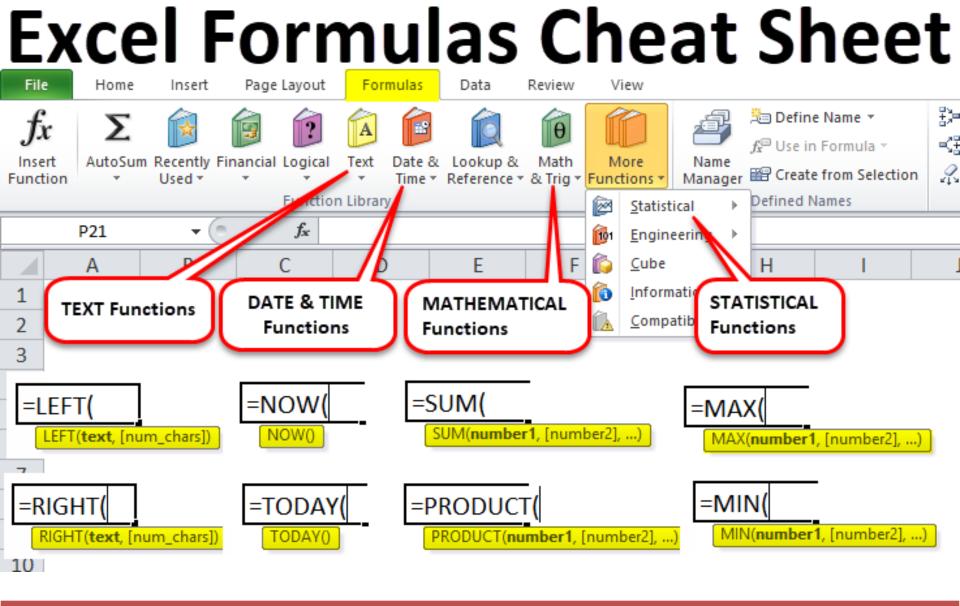
=VLOOKUP – a lookup function that searches vertically in a table =HLOOKUP – a lookup function that searches horizontally in a table

=INDEX – a lookup function that searches vertically and horizontally in a table

=MATCH – returns the position of a value in a series

=OFFSET – moves the reference of a cell by the number of rows and/or columns specified

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Math functions Excel Formulas Cheat Sheet

=SUM – add the total of a series of numbers

=AVERAGE – calculates the average of a series of numbers

=MEDIAN – returns the median average number of a series

=SUMPRODUCT – calculates the weighted average, very useful for financial analysis

=PRODUCT – multiplies all of a series of numbers

=ROUNDDOWN – rounds a number to the specified number of digits

=ROUNDUP – the formula rounds a number to the specific number of digits

AutoSum – a shortcut to quickly sum a series of numbers

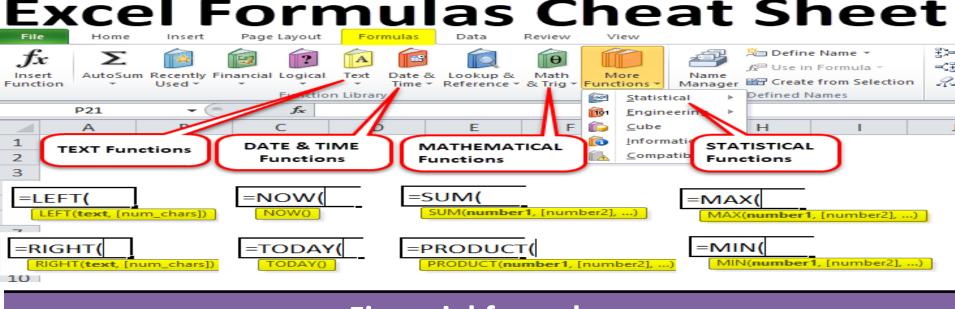
=ABS – returns the absolute value of a number

=PI – Returns the value of pi, accurate to 15 digits

=SUMIF – sum values in a range that are specified by a condition

=SUMQ – Returns the sum of the squares of the arguments

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Financial formulas

=NPV – calculates the net present value of cash flows based on a discount rate

=XNPV – calculates the NPV of cash flows based on a discount rate and specific dates

=IRR – this formula calculates the internal rate of return (discount rate that sets the NPV to zero)

=XIRR – calculates the internal rate of return (discount rate that sets the NPV to zero) with specified dates

=YIELD – returns the yield of a security based on maturity, face value, and interest rate

=FV – calculates the future value of an investment with constant periodic payments and a constant interest rate

=PV – calculates the present value of an investment

=INTRATE – the interest rate on a fully invested security

=IPMT – this formula returns the interest payments on a debt security

=PMT – this function returns the total payment (debt and interest) on a debt security

=PRICE – calculates the price per \$100 face value of a periodic coupon bond

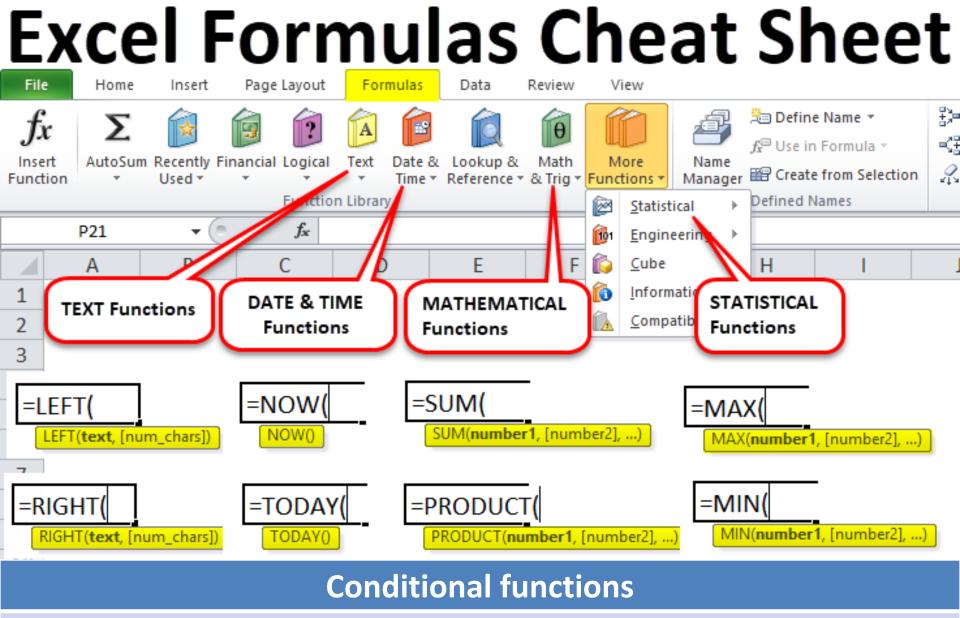
=DB – calculates depreciation based on the fixed-

declining balance method

=DDB – calculates depreciation based on the double-

declining balance method

=SLN – calculates depreciation based on the straight-line method



=IF – checks if a condition is met and returns a value if yes and if no

=OR – checks if any conditions are met and returns only "TRUE" or "FALSE"

=XOR – the "exclusive or" statement returns true if the number of TRUE statements is odd

=AND – checks if all conditions are met and returns only "TRUE" or "FALSE"

=NOT – changes "TRUE" to "FALSE", and "FALSE" to "TRUE"
IF AND – combine IF with AND to have multiple conditions
=IFERROR – if a cell contains an error, you can tell Excel to display
an alternative result

Other functions and formulas

Sheet Name Code – a formula using MID, CELL and FIND functions to display the worksheet name

Consolidate – how to consolidate information between multiple Excel workbooks

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