



# Microsoft® Excel Functions Quick Reference Guide



Returns TRUE if all arguments are TRUE.

**=AND (C5=25,D5>20)**

Function    1st argument    2nd argument

Returns the average number in an array.

**=AVERAGE (A1:A5)**

Function    Range

Returns the average of cells in a range that meet a criteria.

**=AVERAGEIF (A1:A5, "<350")**

Function    Range    Criteria

Joins several strings together and text string.

**=CONCAT (A1,B1)**

Function    Cells to combine

Converts a number from one measurement system to another.

**=CONVERT (10, "min", "sec")**

Function    From unit    To unit    To unit

Counts the number of cells in a range that contain numbers.

**=COUNT (A1:A5)**

Function    Range

Counts the number of cells in a range that are not empty.

**=COUNTA (A1:A6)**

Function    Range

Counts the number of empty cells in a specified range.

**=COUNTBLANK (A1:G6)**

Function    Range

Counts the number of cells in a range that meet a given condition.

**=COUNTIF (A1:E1, ">5")**

Function    Range    Criteria (text, number, expression)

Returns the number that represents the date in year, month, day.

**=DATE (2022,5,20)**

Function    Year, Month, Day

Returns the day of the month as a number from 1 to 31.

**=DAY (A1)**

Function    Reference or date

Returns the number of days between two dates.

**=DAYS (C2,B2)**

Function    End date    Start date

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**RJ Alexander**



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