EXCEL CHEAT SHEET

LOOKUP & REFERENCE FUNCTIONS

Function /Syntax → **=VLOOKUP**(lookup_value, table_array, col_index_num, [range_lookup])

Description → Use VLOOKUP when you need to find things in a table or a range by row.

=XLOOKUP (lookup_value, lookup_array, return_array, [if_not_found], [match_mode], [search_mode])

The XLOOKUP function searches a range or an array, and then returns the item corresponding to the first match it finds. If no match exists, then XLOOKUP can return the closest (approximate) match

=CHOOSE (index_num, value1, [value2], ...)

Use CHOOSE to select one of up to 254 values based on the index number.

=FILTER (array,include,[if_empty])

The FILTER function filters an array based on a Boolean (True/False) array.

=TAKE (array, rows,[columns])

Returns a specified number of contiguous rows or columns from the start or end of an array.

=DROP (array, rows,[columns])

Excludes a specified number of rows or columns from the start or end of an array. You might find this function useful to remove headers and footers in an Excel report to return only the data.

(Lookup & Reference functions are used to find or manipulate the values in arrays, columns or rows based on the arguments of the functions)

GETPIVOTDATA (data_field, pivot_table, [field1, item1, field2, item2], ...)

The GETPIVOTDATA function returns visible data from a PivotTable.

=VSTACK *(array1,[array2],...)*

VSTACK returns the array formed by appending each of the array arguments in a row-wise fashion.

=XMATCH (lookup_value, lookup_array, [match_mode], [search_mode])

Searches for a specified item in an array or range of cells, and then returns the item's relative position.

=UNIQUE (array)

The UNIQUE function returns a list of unique values in a list or range.

=TOCOL(array, [ignore], [scan_by_column])

Returns the array in a single column.

=TOROW(array, [ignore], [scan_by_column])

Returns the array in a single row.

=INDEX (array, row_num, [column_num])

Returns the value of an element in a table or an array, selected by the row and column number indexes.

=TRANSPOSE (array)

The TRANSPOSE function returns a vertical range of cells as a horizontal range, or vice versa.