

Everyday Excel formulas

Six recipes with numbers you can check.

USE THE SAME INPUT

ID	Region	Amount	Status
P101	North	120	Paid
P102	South	80	Open
P103	North	200	Paid
P104	West	150	Open
P105	North	50	Open
P106	South	100	Paid

Import sales.csv at A1 (comma) or paste sales.tsv at A1. Keep the English sample values unchanged.

English Excel: comma arguments. Regional settings may use another separator.

Add the amounts

`=SUM(C2:C7)`

RESULT: 700

SUM ignores text in referenced cells. Check imported numbers.

Average, rounded

`=ROUND(AVERAGE(C2:C7), 2)`

RESULT: 116.67

ROUND changes the result, not only its display.

Smallest / largest

`=MIN(C2:C7)&" / "&MAX(C2:C7)`

RESULT: 50 / 200

The joined result is text. Use MIN or MAX alone for calculations.

Classify an amount

`=IF(C2>=100, "High", "Low")`

RESULT: High

At least 100 includes exactly 100. Text labels are quoted.

Share of the total

`=C2/SUM($C$2:$C$7)`

RESULT: 17.14% (percentage format)

The \$ signs keep the denominator fixed when you fill down.

Numbers / nonempty IDs

`=COUNT(C2:C7)&" / "&COUNTA(A2:A7)`

RESULT: 6 / 6

COUNTA also counts a formula returning an empty string.

BEFORE YOU USE IT

Keep input cells unchanged. Enter formulas in F2 or another empty cell. Format a ratio as a percentage; do not multiply it by 100 as well.

MICROSOFT REFERENCES

SUM **AVERAGE** **ROUND** **IF**