



FREE CHEAT SHEET

Google Sheets Formulas Cheat Sheet

The formulas you will use most at work, with examples.

Formula	Example	What it does
SUM	<code>=SUM(C2:C100)</code>	Adds up a range of numbers
AVERAGE	<code>=AVERAGE(C2:C100)</code>	Average of a range
COUNT / COUNTA	<code>=COUNTA(A2:A100)</code>	Counts numbers / non-empty cells
COUNTIF	<code>=COUNTIF(B2:B100, "Lagos")</code>	Counts cells that match a condition
SUMIF	<code>=SUMIF(B2:B100, "Lagos", C2:C100)</code>	Adds values that match a condition
IF	<code>=IF(C2>=50000, "Met", "Below")</code>	One result if true, another if false
IFERROR	<code>=IFERROR(C2/D2, 0)</code>	Shows a fallback instead of an error
VLOOKUP	<code>=VLOOKUP("Ada", A2:C100, 3, FALSE)</code>	Looks up a value, returns a column
XLOOKUP	<code>=XLOOKUP("Ada", A2:A100, C2:C100, "None")</code>	Flexible lookup, any direction
FILTER	<code>=FILTER(A2:C100, B2:B100="Lagos")</code>	Returns only the matching rows
UNIQUE	<code>=UNIQUE(B2:B100)</code>	Removes duplicates
SORT	<code>=SORT(A2:C100, 3, FALSE)</code>	Sorts by a column, largest first
TRIM / PROPER	<code>=PROPER(TRIM(A2))</code>	Removes extra spaces / fixes capitals
Join text	<code>=A2&" "&B2</code>	Combines text from cells
TODAY	<code>=TODAY()</code>	Today's date (updates daily)
SPLIT	<code>=SPLIT(A2, " ")</code>	Splits text into separate cells

Tips

Every formula starts with `=`. Use `$` to lock a cell when copying a formula (e.g. `$C$1`). If a lookup fails, check for extra spaces with `TRIM`. Examples assume names in column A, regions in B and amounts in C.