7 most-used Excel functions

1. **VLOOKUP**
   - Use it to look up and retrieve data from a table.
   - **Syntax**
     
     ```excel
     VLOOKUP (lookup_value, table_array, col_index_num, [range_lookup])
     ```

2. **IF**
   - Use it to make comparisons between a value and what you expect.
   - **Syntax**
     
     ```excel
     IF (logical_test, value_if_true, [value_if_false])
     ```

3. **SUM**
   - Use it to add up a range of numbers.
   - **Syntax**
     
     ```excel
     SUM (range to be summed)
     ```

4. **COUNTIF**
   - Use it to count the number of cells that meet a criterion.
   - **Syntax**
     
     ```excel
     COUNTIF (range, criteria)
     ```

5. **SUMIF**
   - Use it to sum the values in a range that meet specific criteria.
   - **Syntax**
     
     ```excel
     SUMIF (range, criteria, [sum_range])
     ```

6. **CONCATENATE**
   - Use it to join two or more text strings into one string.
   - **Syntax**
     
     ```excel
     CONCATENATE (text1, [text2], …)
     ```

   To add spaces or punctuation, type the item in quotation marks between the cells or values you want to connect.

7. **AVERAGE**
   - Use it to return the average of a range of numbers.
   - **Syntax**
     
     ```excel
     AVERAGE (number1, [number2], …)
     ```

For more information, visit aka.ms/ExcelTips