

Google Sheets Formulas

Spreadsheet Class

(Open this PDF in Chrome to copy and paste formulas)

=A1 Cell reference

= 'Sheet 2' !A1 Cell reference on another sheet/tab (Notice apostrophes, since tab name has a space)

=A1+2 Addition

=A1-2 Subtraction

=A1*2 Multiplication

=A1/2 Division

=IF(A1=1,"Yes","No") If cell A1 equals 1, display the word "Yes", if not display the word "No"

=SORT(A1:B,1,true) Sort columns A and B, by column A (1st column), in ascending order

=SORT(A1:B,1,true,2,true) Sort by the 1st column, then by the 2nd

=FILTER(A1:A, B1:B="Criteria") Filter columns A and B, where column B equals the specified text

=FILTER(A1:A, B1:B=10) Filter columns A and B, where column B equals the specified number

=FILTER(A1:C, B1:B="This", C1:C="And This") Filter with multiple conditions, where BOTH criteria must be true

=FILTER(A1:C, (B1:B="This")+(C1:C="Or That")) Filter with multiple conditions, where EITHER criteria can be true

=FILTER(A1:1, A2:2=10) Filter horizontally (Filter row 1 where row 2 equals 10)

=IFERROR(A1,"Error") If cell / formula has an error, display the text "Error", if not, display the value in cell A1

=ARRAYFORMULA(A1:A) Reference to a column

=ARRAYFORMULA(A1:A*B1:B) Multiplies columns A and B

=ARRAYFORMULA(A1:A&" "&B1:B) Combines columns horizontally (Combine First + Last Name)

=ARRAYFORMULA(IF(A1:A>1,"Yes","No")) Using arrayformula to extend a function down the column

=UNIQUE(A1:A) Removes duplicates

=COUNTUNIQUE(A1:A) Counts the unique values in a range

=COUNTIF(A1:A,B1) Counts the number of values in column A, that are equal to value that is in cell B1

=COUNTIF(A1:A,">100") Counts how many values are greater than 100 in column A

=COUNTIF(A1:A,"ExactText") Counts how many cells match the exact text specified

=COUNTIF(A1:A,"*PartialText*") Counts how many cells contain the text that is specified

=COUNTIF(A1:A,"<>") Counts non-empty cells

=COUNTIF(A1:A,">"&B1) Counts values in column A that are greater than the value that is in cell B1

=TRANPOSE(A1:B) Switches rows to columns, or vice versa

=SUM(A1:A) Sums the specified range

=SUMIF(A1:A,"Criteria",B1:B) Sums column B if the criteria is true in column A

=AVERAGE(A1:A) Averages the specified range

=AVERAGEIF(A1:A,"Criteria",B1:B) Averages column B if the specified criteria is true in column A

=SPLIT(A1,"Criteria") Splits the contents of cells A1, by/at the specified criteria, into individual cells

=INDEX(A:B,MATCH(\$C1,A:A,0)) Returns column A and B, where C1 is found in column A

=TRIM(A1) Removes leading and trailing spaces

=LOWER(A1) Lowercase

=UPPER(A1) Uppercase

=PROPER(A1) Capitalize Words

=IMPORTRANGE("PasteGoogleSpreadSheetID/URL","Tab!A1:D") Imports data from another sheet/file

<h3>Mathematical Operators</h3> <p>Plus sign + ~ Addition Minus sign - ~ Subtraction Asterisk * ~ Multiplication Forward Slash / ~ Division Carrot ^ ~ Exponent</p>	<h3>Comparison / Other operators</h3> <p>= (Equals) & (And) / (Concat) > (Greater than) <> (Not equal to) < (Less than) >= (Greater than or equal to) <= (Less than or equal to)</p>
<h3>Keyboard Shortcuts</h3> <p>Ctrl + D Fill down Ctrl + C Copy Ctrl + R Fill right Ctrl + V Paste Ctrl + Z Undo Ctrl + A Select all Ctrl + Y Redo Ctrl + F Find</p>	<h3>Keyboard Shortcuts</h3> <p>Ctrl + Shift + V Paste values only Arrow Keys Move from cell to cell Shift + Arrow Keys Select multiple adjacent cells Ctrl + Arrow Keys Move to end of data / sheet</p>

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