



Top 50 Excel Functions for HR

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Top 50 Excel Function for HR



VLOOKUP

Looks up a value in a table and returns a related value from a different column.

=VLOOKUP(A2, EmployeeData, 2, FALSE)

Retrieves the employee's name based on their ID from the data table.

IF

Returns one value if a condition is true and another value if it's false.

=IF(C2 > 30, "Experienced", "Junior")
- Labels employees as "Experienced" or "Junior" based on their age.

CONCATENATE

Joins multiple text strings into one string.

=CONCATENATE(FirstName, " ", LastName) - Combines first and last names of employees into a full name.

COUNTIF

Counts the number of cells in a range that meet a specified condition.

=COUNTIF(DepartmentColumn, "HR") - Counts the number of employees in the HR department.

SUMIF

Adds up the values in a range that meet a specified condition.

=SUMIF(DepartmentColumn, "IT", SalaryColumn) - Calculates the total salary for IT department employees.

AVERAGE

Calculates the average of a range of numbers.

=AVERAGE(SalaryColumn) - Computes the average salary of all employees.

Top 50 Excel Function for HR

DATE

Creates a date value by specifying year, month, and day.

=DATE(2023, 8, 15) - Represents August 15, 2023.

NETWORKDAYS

Calculates the number of workdays between two dates, excluding weekends and holidays.

=NETWORKDAYS(StartDate, EndDate, HolidayList) - Calculates workdays between specified dates excluding holidays.

TEXT

Converts a value to text using a specified format.

=TEXT(HireDate, "dd-mmm-yyyy") - Converts the hire date to a text format like "15-Aug-2023".

CONCATENATE

Combines multiple text or number values into one.

=CONCATENATE(FirstName, " ", LastName, " - ", JobTitle) - Creates a label combining name and job title.

INDEX

Returns the value of a cell in a specific row and column of a range.

=INDEX(SalaryRange, 3, 2) - Retrieves the salary of the third employee in the second column.

MATCH

Searches for a value in a range and returns its relative position.

=MATCH("John", EmployeeNames, 0) - Finds the position of the name "John" in the list of employee names.



Top 50 Excel Function for HR

ROUND

Rounds a number to a specified number of decimal places.

=ROUND(AverageScore, 2) - Rounds the average score to two decimal places.

IFERROR

Returns a specified value if a formula results in an error, otherwise returns the formula's result.

=IFERROR(VLOOKUP(EmployeeID, SalaryTable, 2, FALSE), "Not Found") - Displays "Not Found" if ID not found.

UPPER

Converts text to uppercase.

=UPPER(EmployeeNames) - Converts employee names to uppercase.

LOWER

Converts text to lowercase.

=LOWER(DepartmentNames) - Converts department names to lowercase.

MID

Extracts a specific number of characters from a text string, starting at a specified position.

=MID(EmployeeID, 2, 4) - Retrieves a portion of the employee ID starting from the second character.

LEN

Returns the number of characters in a text string.

=LEN(Comments) - Calculates the length of the comments provided for an employee.



Top 50 Excel Function for HR

NOW

Returns the current date and time.

=NOW() - Displays the current date and time when the cell is updated.

YEAR

Extracts the year from a date.

=YEAR(HireDate) - Retrieves the year in which an employee was hired.

MONTH

Extracts the month from a date.

=MONTH(BirthDate) - Retrieves the month in which an employee was born.

DAY

Extracts the day of the month from a date.

=DAY(AnniversaryDate) - Retrieves the day of the anniversary of an employee.

IFNA

Returns a specified value if a formula results in the #N/A error, otherwise returns the formula's result.

=IFNA(VLOOKUP(EmployeeID, SalaryTable, 2, FALSE), "Data not available") - Handles #N/A errors gracefully.

CONCATENATE

Combines multiple text or number values into one.

=CONCATENATE(EmployeeFirstName, " ", EmployeeLastName) - Creates a full name from first and last names.



Top 50 Excel Function for HR

TRIM

Removes extra spaces from text strings, leaving only a single space between words.

=TRIM(EmployeeNames) - Removes extra spaces from employee names.

LEFT

Extracts a specified number of characters from the beginning of a text string.

=LEFT(Email, 10) - Retrieves the first 10 characters of an employee's email.

RIGHT

Extracts a specified number of characters from the end of a text string.

=RIGHT(PhoneNumber, 4) - Retrieves the last 4 digits of an employee's phone number.

FIND

Searches for a text within another text and returns the starting position of the first occurrence.

=FIND("Manager", JobTitle) - Finds the position of "Manager" in the job title.

REPLACE

Replaces a specified number of characters in a text string with new text.

=REPLACE(Notes, 15, 10, "updated") - Replaces a portion of the notes text with "updated".

DATEVALUE

Converts a text representation of a date into a date value.

=DATEVALUE("2023-08-31") - Converts the text "2023-08-31" into a date value.



Top 50 Excel Function for HR

EOMONTH

Returns the last day of the month a specified number of months before or after a given date.

=EOMONTH(HireDate, 6) - Calculates the last day of the month 6 months after an employee's hire date.

NETWORKDAYS.INTL

Calculates the number of workdays between two dates, considering weekends and holidays.

=NETWORKDAYS.INTL(StartDate, EndDate, 1, HolidayList) - Counts workdays between dates considering weekends.

DATEDIF

Calculates the difference between two dates in years, months, or days.

=DATEDIF(StartDate, EndDate, "y") - Calculates the difference in years between two dates.

WEEKDAY

Returns the day of the week corresponding to a date, as a number.

=WEEKDAY(HireDate) - Returns the day of the week (1-7) on which an employee was hired.

LEN

Returns the number of characters in a text string.

=LEN(Comments) - Calculates the length of the comments provided for an employee.

TODAY

Returns the current date.

=TODAY() - Displays the current date.



Top 30 Excel Function for HR

TEXT

Converts a value to text using a specified format.

=TEXT(HireDate, "dd-mmm-yyyy") - Converts the hire date to a text format like "15-Aug-2023".

MEDIAN

Returns the median (middle) value in a range of numbers.

=MEDIAN(SalaryRange) - Calculates the median salary among all employees.

INDIRECT

Returns the value of a cell specified by a text string.

=INDIRECT("B2") - Returns the value of the cell in row 2, column B.

INDEX-MATCH

Combines the INDEX and MATCH functions to perform more flexible lookups.

=INDEX(SalaryColumn, MATCH("John", EmployeeNames, 0)) - Retrieves John's salary using INDEX and MATCH.

COUNTBLANK

Counts the number of empty cells in a range.

=COUNTBLANK(SalaryRange) - Counts the number of empty cells in the range containing salary values.

AVERAGEIF

Calculates the average of values in a range that meet a specified condition.

=AVERAGEIF(DepartmentColumn, "HR", SalaryColumn) - Calculates the average salary for HR department employees.



Top 50 Excel Function for HR

CONCATENATE

Combines multiple text or number values into one.

=CONCATENATE(EmployeeFirstName, " ", EmployeeLastName) - Creates a full name from first and last names.

COUNTIF

Counts the number of cells that meet a specific condition.

=COUNTIF(DepartmentColumn, "HR") - Counts the number of employees in the HR department.

RANK

Assigns a rank to a number within a list of numbers.

=RANK(Salary, SalaryRange, 0) - Ranks an employee's salary within the list of salaries (larger values are better).

SUMPRODUCT

Multiplies corresponding values in arrays and returns the sum of those products.

=SUMPRODUCT(SalaryRange, BonusRange) - Calculates the total compensation based on salary and bonus.

CONCAT

Combines multiple text or number values into one.

=CONCAT(EmployeeFirstName, " ", EmployeeLastName) - Creates a full name from first and last names.

ISNUMBER

Checks if a value is a number, returning TRUE or FALSE.

=ISNUMBER(EmployeeID) - Checks if the employee ID is a number (returns TRUE or FALSE).



Top 50 Excel Function for HR

MOD

Returns the remainder of a division between two numbers.

**=MOD(TotalDaysWorked, 7) -
Calculates the number of days off
after taking full weeks into account.**

ROUNDDOWN

Rounds a number down to a specified number of decimal places.

**=ROUNDDOWN(AverageScore, 2) -
Rounds the average score down to
two decimal places.**

ROUNDUP

Rounds a number up to a specified number of decimal places.

**=ROUNDUP(AverageScore, 2) -
Rounds the average score up to two
decimal places.**

CHOOSE

Returns a value from a list of values based on a specified position.

**=CHOOSE(Quarter, Q1Sales, Q2Sales,
Q3Sales, Q4Sales) - Selects the sales
based on the quarter provided.**

TODAY

Returns the current date.

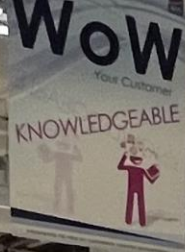
=TODAY() - Displays the current date.

EOMONTH

Returns the last day of the month a specified number of months before or after a given date.

**=EOMONTH(HireDate, 6) - Calculates
the last day of the month 6 months
after an employee's hire date.**





From the bottom of my heart

Thank you



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1. What does the Excel function VLOOKUP do?
 - a) Counts the number of cells in a range.
 - b) Adds up the values in a range.
 - c) Searches for a value in a table and returns a related value.

The IF function in Excel is used for:

- a) Sorting data in ascending order.
- b) Counting the number of non-empty cells in a range.
- c) Returning different values based on a condition.

Which Excel function is used to combine multiple text or number values into one?

- a) CONCATENATE
- b) SUMIF
- c) AVERAGE

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Great to see you


FREE TIME SAVING EXCEL FORMULA GUIDE

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Over 50 most useful Excel formula most Excel users will love to master in a graphical way.




Time = Money, this guide will definitely save you more time, save you more money this is optional, at your own will. I believe in the giving and receiving. If you wish, please scan the QR code. ^_^


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