



NOVABYTE AI SUCCESS SERIES

Excel Formula Pack

Twenty everyday tasks in plain English, each with the formula that does it.

How to use it: match your task to a card, then adapt the column letters to your own sheet. To get a formula for anything not here, describe your **column layout** and goal to any AI assistant — never paste the private data itself.

- Add up & count with conditions (5)
- Look things up (4)
- If-this-then-that (3)
- Clean up messy data (5)
- Work with dates (3)



How to get any formula

The prompt that works every time

You are an Excel expert. My sheet has: *[column A = name, B = department, C = date, D = amount]*. Write a formula that *[describe your goal]*. Then explain the formula in one sentence so I can check it does what I asked.

Two habits from the book make this reliable. Ask the AI to **explain its own formula back to you** — if the explanation doesn't match what you wanted, the formula doesn't either. And ask for the **armoured version**: "rewrite it to show a blank instead of an error, and tell me what could still break it."

⚠ Describe, don't paste

Attendance, payroll, and customer sheets are exactly the ones you most want help with — and the ones you must not paste into an AI tool. Names, salaries, and ID numbers are personal data. AI doesn't need your data, only your structure: "column A = name, B = salary" plus a couple of invented sample rows gets the same formula.



Verify before you trust it

- 1 **Spot-check three rows by hand.** Two minutes; catches most misunderstandings.
- 2 **Check the total.** A total that dropped rows is the commonest silent error.
- 3 **Range-check for nonsense.** A negative leave balance or a 40-hour workday.
- 4 **Compare with last period.** Catches errors that are consistent but absurd.

TASK Sum all amounts for one category (e.g. department = Sales)

```
=SUMIF(B:B, "Sales", D:D)
```

B = category, D = amount. Adds every D where B says Sales.

TASK Sum with two conditions (Sales AND March 2026)

```
=SUMIFS(D:D, B:B, "Sales", C:C, ">="&DATE(2026, 3, 1), C:C, "<="&DATE(2026, 3, 31))
```

SUMIFS lets you stack conditions. C = date.

TASK Count how many rows match a category

```
=COUNTIF(B:B, "Sales")
```

Counts the Sales rows. Great for a quick tally.

TASK Count rows meeting two conditions

```
=COUNTIFS(B:B, "Sales", D:D, ">1000")
```

Sales rows where the amount is over 1000.

TASK Average, ignoring blanks automatically

```
=AVERAGEIF(D:D, ">0")
```

AVERAGEIF skips blanks and zeros if you ask it to.

TASK Find a value in another table by matching a key

```
=XLOOKUP(A2, Sheet2!A:A, Sheet2!C:C)
```

| Looks up A2 in Sheet2 column A, returns the matching column C.

TASK The older version, if XLOOKUP isn't available

```
=VLOOKUP(A2, Sheet2!A:C, 3, FALSE)
```

| Returns the 3rd column. FALSE forces an exact match.

TASK Look up and show a blank instead of an error

```
=IFERROR(XLOOKUP(A2, Sheet2!A:A, Sheet2!C:C), "")
```

| The "armoured" version from the book: no ugly #N/A.

TASK Two-way lookup (row label AND column label)

```
=INDEX(D:H, MATCH(A2, A:A, 0), MATCH(B2, D1:H1, 0))
```

| Finds the cell where a row and a column heading meet.



If-this-then-that

TASK Label each row Pass or Fail based on a score

```
=IF(D2>=50, "Pass", "Fail")
```

I D = score. Change 50 to your threshold.

TASK Grade into bands (A / B / C)

```
=IFS(D2>=80, "A", D2>=65, "B", D2>=50, "C", TRUE, "Fail")
```

I IFS reads top to bottom; the first true one wins.

TASK Flag anything that needs attention

```
=IF(E2>30, "Review", "OK")
```

I Turns a number column into a plain-language flag.



Clean up messy data

TASK Remove extra spaces (trailing, double)

```
=TRIM(A2)
```

Fixes "Karachi " with a trailing space that breaks lookups.

TASK Make text a consistent case

```
=PROPER(A2)
```

PROPER = Title Case. UPPER and LOWER also exist.

TASK Split a full name into first and last

```
=TEXTBEFORE(A2, " ") and =TEXTAFTER(A2, " ")
```

First name before the space, surname after.

TASK Join columns into one (name + city)

```
=TEXTJOIN(" ", TRUE, A2, C2)
```

TRUE skips blanks. Gives "Ayesha, Lahore".

TASK Turn text-dates into real dates

```
=DATEVALUE(A2)
```

Rescues dates stored as text like "01-Mar-2026".



Work with dates

TASK Working days between two dates (excludes weekends)

```
=NETWORKDAYS(A2, B2)
```

| Add a holiday range as a third argument if needed.

TASK Age (or years of service) from a start date

```
=DATEDIF(A2, TODAY(), "Y")
```

| Whole years between the date and today.

TASK Add a running total down a column

```
=SUM($D$2:D2)
```

| Lock the top with \$, fill down; each row totals to itself.