Skip #7, #12, #23, #24,

#31, #32, #36, #37,

#40, #41, #43,

#61, #64, #70,

#74, #78, #79, #80,

#82, #83, #84, #85,

#98, #99 and #100.

**LOWER**(text)

Makes specified text lower case

**UPPER**(text)

Makes specified text upper case

**PROPER**(text)

Makes specified text proper case (first letter of the word is capitalized; rest is small case)

**FIND**(find\_text, within\_text, [start\_num])

Used to find a string from another text string. Function is case sensitive, unlike SEARCH. Returns the position of the found text. Returns a value error if the text doesn’t exist. Shows the position of the first instance of the text.

find\_text = the text you want to find

within\_text = the text you want to find it from

start\_num = the starting position of the search

**SEARCH**(find\_text, within\_text, [start\_num])

Non case sensitive version of FIND

You can use wildcards with SEARCH

**LEN**(text)

Counts the amount of characters from the text specified

‘$’s don’t count as characters.

Date format will return the amount of characters in the serial number of the date

You can only refer to one cell

**TRIM(**text)

Strips extra spaces from text, leading, trailing, or between words

**DATEVALUE(**date\_text)

Converts a text date into an Excel date serial number

**DAY**(serial)

Returns the day number from the date specified

**DAYS**(end\_date, start\_date)

Returns the difference between two dates using the start and end dates specified. Will return a negative amount of days if the end date is before the start date

**MONTH**(serial)

Returns the month number from the date specified

**YEAR**(serial)

Returns the year number from the date specified

**WEEKDAY**()

**WEEKNUM**(serial, [return\_type])

Returns the number of the week

**TIME**(hour, minute, second)

Returns an Excel valid time with the hours/mins/secs specified

**HOUR**(serial)

Returns the hour value from the time specified

**TIMEVALUE**(time\_text)

Returns a time value stored as text to an Excel valid time value

**MINUTE**(serial)

Returns the minute value from the time specified

**SECOND**(serial)

Returns the second value from the time specified

**CHOOSE**(index, value1, [value2], [etc])

Returns a value from a list based on its position. The list must be in the function itself, represented by the values

index = the position of the value in the list

value1 = range of cells or input value to choose from

add extra values as necessary

**COLUMN**(reference)

Returns the column number from the cell referenced

**HYPERLINK**(link\_location, [friendly\_name])

Creates a hyperlink in Excel.

link\_location = the link or location you want to add

friendly\_name = the alias or cell reference that the link is attached to

**TRANSPOSE**(array)

Used to change an array from a row to a column or vice versa

**OR**(logical1, [logical2], [etc])

Unlike AND, will return TRUE if any condition listed is true, otherwise it will return false

**NOT**(logical)

Reverses the result of a logical function. If the function would’ve returned true, it will now return false, and vice versa

**FALSE**()

(has no arguments)

It will just return the logical value “false”

FALSE and FALSE() are the same

**TRUE**()

(has no arguments)

It will just return the logical value “true”

TRUE and TRUE() are the same

**ABS**(number)

Returns the absolute value of a number (makes a negative number positive)

**INT**(number)

Removes the decimal part of a number and rounds it down to the nearest integer. Will round down both positive and negative numbers

**MOD**(number, divisor)

Returns the remainder after dividing two numbers, like the modulus function (%) in Python.

number = the number you want to divide

divisor = the number you want to divide with

**TRUNC**(number, [num\_digits])

Removes the fractional part (decimals) of a number and returns the integer.

number = number to truncate

num\_digits = the number of digits to truncate

Will round up

**RAND**()

(has no arguments)

Randomly generates numbers between 0 and 1. Whenever the worksheet is refreshed, it will generate a new random number

You can combine it with other numbers to make formulas to get a bigger random number. For example:

=RAND()\*(100-50)+50 will return a random number between 50 and 100

The random number is between 0 and 1, so the highest number it can generate is 1. Multiplied by 100-50 would give 50, added to 50 which would give 100 at most.

**AVERAGEA**(value1, [value2], [etc])

Averages numbers, logical values, and number stored as text.

**AVERAGEIFS**(average\_range, criteria\_range1, criteria1, [criteria\_range2, criteria2], [etc])

Averages the values specified with one or more conditions

average\_range = the range of cells you want to average

criteria\_range = the range of cells you want to test the condition

criteria1

**MAX**(number1, [number2])

Returns the largest value from the value or values specified

**MIN**(number1, [number2])

Returns the smallest value from the value or values specified

**NA**()

(has no arguments)

Generates a N/A error value