=Max(start:end)

=Min(start:end)

= if(condition = statement 1 (then part), statement 2 (else part)

Use for a single condition

=ifs ……………. Use for multiple conditions

=Len(cell number)

Leftright

=left(range, number of characters)

=right(range, number of characters)

Date to text

=text(range< format of date)

=trim(range)

=concatenate (range, “ ”, range )

=substitute (range, old, new)

=sum(range)

=sumif(range, condition )

=count(range)

=countif(range, criteria)

=days(end date, start date) …………… work with dates

=networkdays(end date, start date, [holidays])………. Work the same as days but exclude weekends and holidays