

Welcome to **INTERNSHIP STUDIO**

Module 01 | Lesson 04

Introduction to Excel

Useful Functions in Excel- part 2

Text Functions

- **LEFT, RIGHT, MID**: Extracts a specified number of characters from the left, right, or middle of a text string, respectively.
- **TRIM**: Removes extra spaces from a text string.
- **LEN**: Returns the number of characters in a text string.
- **UPPER, LOWER, PROPER**: Converts text to uppercase, lowercase, or proper case (first letter capitalized).

Date and Time Functions

- **NOW**: Returns the current date and time.
- **DATE**: Creates a date using the year, month, and day values.
- **TIME**: Creates a time using the hour, minute, and second values.
- **NETWORKDAYS**: Calculates the number of working days between two dates, excluding weekends and specified holidays.
- **DATEDIF**: Calculates the number of days, months, or years between two dates.

Numeric Functions

- **RANK**: Returns the rank of a number in a list of numbers.
- **ROUNDUP, ROUNDDOWN**: Rounds a number up or down to a specified number of decimal places.
- **ISNUMBER, ISTEXT**: Checks if a cell contains a number or text, respectively.
- **RAND**: Generates a random number between 0 and 1.
- **SUMPRODUCT**: Multiplies corresponding values in arrays and returns the sum of those products.

Text Formatting and Manipulating Functions

- **SUBSTITUTE**: Replaces a specific text within a text string with another text.
- **TEXT**: Converts a value to text with a specified format.
- **TRANSPOSE**: Transposes a range of cells (switches rows and columns).

Lookup and Reference Functions

- **HLOOKUP**: Searches for a value in the top row of a table and returns a corresponding value from a specified row.
- **VLOOKUP**: Searches for a value in the leftmost column of a table and returns a corresponding value from a specified column.

SUMMARY

You got this

- These useful functions in Excel offer versatile capabilities for data manipulation, formatting, and analysis.
- By leveraging functions such as LEFT, RIGHT, MID, TRIM, LEN, UPPER, LOWER, NOW, DATE, TIME, NETWORKDAYS, SUBSTITUTE, TEXT, RANK, ROUNDUP, ROUNDDOWN, ISNUMBER, ISTEXT, DATEDIF, TRANSPOSE, RAND, HLOOKUP, VLOOKUP, and SUMPRODUCT, you can perform a wide range of operations on your data.
- Experiment with these functions and explore their various applications to enhance your Excel proficiency.

Next session

Live Practice