TRIM(cell)

LEN(cell)

FIND(“text\_to\_find”, cell, index location to start looking)

LEFT(cell, number of characters to return)

RIGHT(cell, number of characters to return)

MID(cell, index location of 1st character, number of characters to return)

SUBSTITUTE(cell, “old text”, “new text”)

CONCATENATE(cell/”text”, cell/”text”, … ) or cell/”text” & cell/”text” & …

PROPER(cell)

UPPER(cell)

LOWER(cell)

TEXT(cell, “format code”) (e.g., format code of the form “00-00”, right click cell and go to “format cell” to create your own custom code)

VALUE(cell in text format)

ISERROR(cell)

IFERROR(cell, value if error)

TODAY() will return the current date anytime the workbook is reopened and a formula is entered (or F9 is pressed)

MONTH(cell as number)

DAY(cell as number)

YEAR(cell as number)

DATE(year as number, month as number, day as number)

DATEDIF(earlier date, later date, “Y”/”M”/”D”)

WEEKDAY(cell as number, “ordering format”)