Microsoft Excel 2010: Advanced Topics

**Common Functions**

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| ***Date and Time Functions*** | |
| DATE | Converts parts of a date (month, day, year) to a complete date |
| DATEDIF | Calculates the difference between 2 dates (undocumented in Excel – use Google) |
| DATEVALUE | Converts a date in the form of text to a serial number |
| DAY | Converts a serial number to a day of the month |
| MONTH | Converts a serial number to a month |
| NETWORKDAYS | Returns the number of whole workdays between two dates |
| NOW | Returns the serial number of the current date and time |
| TODAY | Returns the serial number of today's date |
| WEEKDAY | Converts a serial number to a day of the week |
| YEAR | Converts a serial number to a year |
| ***Financial Functions*** | |
| NPV | Returns the net present value of an investment based |
| PMT | Returns the periodic payment for an annuity |
| PV | Returns the present value of an investment |
| ***Logical Functions*** | |
| AND | Returns TRUE if all of its arguments are TRUE |
| IF | Specifies a logical test to perform |
| NOT | Reverses the logic of its argument |
| OR | Returns TRUE if any argument is TRUE |
| ***Text Functions*** | |
| LEFT | Returns the leftmost characters from a text value |
| LEN | Returns the number of characters in a text string |
| LOWER | Converts text lower case |
| MID | Returns a specific number of characters from a text string starting at one position |
| RIGHT | Returns the rightmost characters from a text value |
| TEXT | Formats a number and converts it to text |
| TRIM | Removes spaces from text |
| UPPER | Converts text to upper case |
| VALUE | Converts a text argument to a number |
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| ***Lookup Functions*** | |
| HLOOKUP | Looks in the top row of an array and returns the value of the indicated cell |
| VLOOKUP | Looks in the first column of an array and moves across the row to return a value |
| ***Math Functions*** | |
| ROUND | Rounds a number to a specified number of digits |
| ROUNDDOWN | Rounds a number down, toward zero |
| ROUNDUP | Rounds a number up, away from zero |
| SUM | Adds its arguments |
| SUMIF | Adds the cells specified by a given criteria |
| ***Statistical Functions*** | |
| AVERAGE | Returns the average of its arguments |
| COUNT | Counts how many numbers are in the list of arguments |
| COUNTA | Counts how many values are in the list of arguments |
| COUNTIF | Counts the number of nonblank cells within a range that meet the given criteria |
| MAX | Returns the maximum value in a list of arguments |
| MIN | Returns the minimum value in a list of arguments |
| STDEV.S | Estimates standard deviation based on a sample |