| Date and time formulas |  |
| :--- | :--- |
| =NOW | Show the date and time |
| =TODAY() | Show the current date <br> without the time |
| =DAY(T- Show today's date in a cell <br> ODAY))  <br> =MONTH- Show current month in a <br> (TODAY) cell <br> =TODAY- Add 10 days to current date <br> ()+10   |  |

## Counting and rounding formulas

| $=$ SUM | Calculates the sum of a <br> group of values |
| :--- | :--- |

=AVERAGE Calculates the mean of a group of values

$=$ COUNT $\quad$| Counts the number of cells |
| :--- |
| in a range that contains |
| numbers |


| =INT | Removes the decimal <br> portion of a number |
| :--- | :--- |
| $=$ ROUND | Rounds a number to a <br> specified number of decimal <br> places |


| =IF | Tests for a true or false <br> condition |
| :--- | :--- |
| $=$ NOW | Returns the date and time |
| =TODAY | Return the | time


$=$ SUMIF $\quad$| Calculates a sum from a |
| :--- |
| group of values in which a |
| condition has been met |

=COUNTIF Counts the number of cells in a range that match a criteria

| =COUNT- | Count the number of non- |
| :--- | :--- |
| A(A1:A5) | blank cells in a range |
| =ROUND- | Rounds 1.45 to one decimal |
| $(1.457,2)$ | place |



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| Counting and rounding formulas (cont) |  |
| :--- | :--- |
| =TRUE | Returns the logical value TRUE |
| =FALSE | Returns the logical value FALSE |
| =AND | Returns TRUE if all of its <br> arguments are TRUE |
| =OR | Returns TRUE if any argument <br> is TRUE |

$\left.\begin{array}{ll}\hline \text { Finance } & \\ \hline \text { =INTRATE } & \begin{array}{l}\text { Calculates the interest rate } \\ \text { for a fully invested security }\end{array} \\ \text { =EFFECT } & \begin{array}{l}\text { Calculates the effective } \\ \text { annual interest rate }\end{array} \\ \text { =FV } & \begin{array}{l}\text { Calculates the future value } \\ \text { of an investment }\end{array} \\ \text { =FVSCH- } & \begin{array}{l}\text { Calculates the future value } \\ \text { of an initial principal after } \\ \text { applying a series of } \\ \text { compound interest rates }\end{array} \\ \text { EDULE } & \begin{array}{l}\text { Calculates the interest } \\ \text { payment for an investment } \\ \text { for a given period }\end{array} \\ \text { =IPMT } & \begin{array}{l}\text { Calculates the accrued } \\ \text { interest for a security that } \\ \text { pays periodic interest }\end{array} \\ \text { =ACCRINT }\end{array} \begin{array}{l}\text { Calculates the accrued } \\ \text { interest for a security that } \\ \text { pays interest at maturity }\end{array}\right\}$

| Finance (cont) |  |
| :--- | :--- |
| =PRICE | Calculates the price per $\$ 100$ <br> face value of a periodic coupon <br> bond |
| =PMT | Calculates the total payment <br> (debt and interest) on a debt <br> security |


| Unit conversion formulas |  |
| :--- | :--- |
| =CONVE- | Converts value of A1 from |
| RT(A1,"- | days to hours |
| day","hr") |  |
| =CONVE- | Converts value of A1 from |
| RT(A1,"hr","- | hours to minutes |
| mn") |  |
| =CONVE- | Converts value of A1 from |
| RT(A1,"yr","- | years to day |
| day") |  |
| =CONVE- | Converts value of A1 from |
| RT(A1,"- | Celsius to Fahrenheit |
| C","F") |  |
| =CONVE- | Converts value of A1 from |
| RT(A1,"- | teaspoons to tablespoons |
| tsp","tbs") |  |
| =CONVE- | Converts value of A1 from |
| RT(A1,"- | gallons to litres |
| gal","l") |  |
| =CONVE- | Converts value of A1 from |
| RT(A1,"mi","- | miles to kilometres |
| km") |  |
| =CONVE- | Converts value of A1 from |
| RT(A1,"- | kilometres to miles |
| km","mi") |  |
| =CONVE- | Converts value of A1 from |
| RT(A1,"in","- | inches to feet |
| ft") |  |
| =CONVE- | Converts value of A1 from |
| RT(A1,"- | centimetres to inches |
| cm","in") |  |
| =BIN2DEC(- | Converts binary 1100100 |
| 1100100) | to decimal (100) |
| =ROMAN | Converts a number into a |

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| Text Formula |  |
| :---: | :---: |
| =LEFT | Extracts one or more characters from the left side of a text string |
| =RIGHT | Extracts one or more characters from the right side of a text string |
| =MID | Extracts characters from the middle of a text string |
| =CONCA- <br> tenate | Merges two or more text strings |
| =REPLACE | Replaces part of a text string |
| =LOWER | Converts a text string to all lowercase |
| =UPPER | Converts a text string to all uppercase |
| =PROPER | Converts a text string to proper case |
| =LEN | Returns a text string's length in characters |
| =REPT | Repeats text a given number of times |
| =TEXT | Formats a number and converts it to text |
| =VALUE | Converts a text cell to a number |
| =EXACT | Checks to see if two text values are identical |
| = DOLLAR | Converts a number to text, using the USD currency format |
| =CLEAN | Removes all non-printable characters from text |



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| Mathematics |  |
| :--- | :--- |
| =B2-C9 | Subtracts values in the two <br> cells |
| =D8*A3 | Multiplies the numbers in the <br> two cells |
| =PRODU- | Multiplies the cells in the |
| CT(A1:A19) | range |


| Mathematics (cont) |  |
| :--- | :--- |
| =RAND | Returns a random number <br> between 0 and 10 |
| =RANDB- | Returns a random number <br> between the numbers you <br> specify |
| ETWEEN | Calculates the cosine of a <br> number |
| =COS | Calculates the sine of the <br> given angle <br> Calculates the tangent of a <br> number |
| =TAN | Calculates the correlation <br> coefficient between two data <br> sets |
| =CORREL |  |

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