



Text and Dates

FINANCIALEDGE¹

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Text Functions

Function	Example
Concatenate (&)	Join together: =A1&A2 or =CONCATENATE(A1, A2)
Change Case	Upper, Lower, or Proper: =LOWER (A1)
Left	The left x number of characters from a string: =LEFT(A1, x)
Right	The right x number of characters from a string: =RIGHT(A1, x)
Mid	Middle x characters, starting at y: =MID(A1, y, x)
Len	The length of a text string: =LEN(A1)
Find	Find the position of a text string (x): =FIND(x, A1)
Replace	Replace x characters with y, starting at z: =REPLACE(A1, z, x, y)
Substitute	Swap x characters with y characters: =SUBSTITUTE(A1, x, y)
Text	Change the number format: =TEXT(A1, "Any format codes")
Value	Convert a text string to a number: =Value(A1)

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Date Functions

Function	Example
Date	Gives a serial date from date parts: =DATE(YEAR, MONTH, DAY)
Today / Now	Gives today's date or date and time: =TODAY() or =NOW()
Year	Extract the year element from a serial date: =YEAR(A1)
Month	Extract the month element from a serial date: =MONTH(A1)
Day	Extract the day element from a serial date: =DAY(A1)
Weekday	Gives a value from 1-7 (1=Sunday...): =WEEKDAY(A1)
Workday	Date after a number of working days (x): =WORKDAY(A1, x)
Networkdays	The working days between two dates: =NETWORKDAYS(A1, A2)
EOMonth	The end of the month x months later: =EOMonth(A1, x)
DateDif	The number of years, months or days between two dates: =DATEDIF(A1, A2, [DATECODE])
EDate	x months before or after a date: =EDATE(A1,x)

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Date Format

Code	Description	Example
m	Month number without a zero	1
mm	Month number with a zero	01
mmm	Month name, shorthand	Jan
mmm	Month name, full	January
d	Day number without a zero	1
dd	Day number with a zero	01
ddd	Day of the week, shorthand	Mon
ddd	Day of the week, full	Monday
yy	Year (2 digits)	05
yyyy	Year (4 digits)	2005

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