Excel Functions

1) **COLUMN** returns the column number of the given cell reference.

Syntax: COLUMN([reference])

- **reference**   Optional. The cell or range of cells for which you want to return the column number.

If the [reference] argument is omitted, the function returns the column number for the cell that the function is entered into.

2) **MID** returns a specific number of characters from a text string, starting at the position you specify, based on the number of characters you specify. It splits the contents of a single excel cell into multiple columns.

Syntax: MID(text, start_num, num_chars)

- **Text**   The text string containing the characters you want to extract.
- **Start_num**   The position of the first character you want to extract in text. The first character in text has start_num 1, and so on.
- **Num_chars**   Specifies the number of characters you want MID to return from text.

Examples:

a) =MID(A2,1,5) returns 5 characters from string in A2, starting at first character.
b) =MID(A1, COLUMN() – 1, 1) returns one character from string in A1, starting at position COLUMN() – 1. Note: $ is used for <u>absolute</u> cell reference.

3) **COUNTIF** function in Excel counts the number of cells in a range that matches the supplied criteria.

Count cells within a specified range that meets a certain criterion (or condition).

Syntax: COUNTIF (range, criteria)
- **range** - The range of cells to count.
- **criteria** - The criteria that controls which cells should be counted.

4) **VLOOKUP**

Syntax: VLOOKUP (lookup_value, table_array, col_index_num, [range_lookup])
- **lookup_value** The value you want to look up. It must be in the first column of the range of cells specified in *table-array*.
- **table_array** The range of cells in which the VLOOKUP will search for the *lookup_value*
- **col_index_num** The column number (starting with 1 for the left-most column of *table-array*) that contains the return value.