SharePoint

Calculated Column Cheat Sheet

PENTALOGIC

Numbers		
Profit	Shows the percentage profit on a sale (tick "Show as percentage") `([Price]-[Cost])/[Cost]`	*10%*
Markup	Gives a price from a cost and a percentage markup `[Cost]*(1+[Markup])`	*$130.00*
Commission	Gives the commission due on a sale (based on a commission %) `[Sale]*[Commission]`	*$20.00*
Formatting	Formmatted with $ curency, comma thousand seperator and 2 decimal places `TEXT([Sales],"$#,###.00");`	*$1,234.56*
	Negative numbers in brackets `TEXT([Sales],"#,###.00;(#,###.00)");`	*(95.99)*
Date and Time		
Time only	`TEXT([DateTimeField],"hh:mm:ss")`	*08:35:21*
Weekday	`TEXT([DateField],"dddd")` `TEXT([DateField],"ddd")`	*Tuesday* *Tue*
Month	`TEXT([DateField],"mmmm")` `TEXT([DateField],"mmm")`	*September* *Sep*
Year	`TEXT([DateField],"yyyy")` `TEXT([DateField],"yy")`	*2011* *11*
Combinations	`TEXT([DateField],"mmmm dd, yyyy"`	*September 17, 2011*
AM/PM	Shows whether a time is AM or PM `IF(HOUR([Time]) < 12,"AM","PM")`	*AM*
Day/Night	Shows whether a time is day or night `IF(AND(HOUR([Time])>6,HOUR([Time])<18),"Day","Night")`	*Day*
Wk commencing	Shows the date of the first day of the week (useful for grouping by week) `[Date]-WEEKDAY([Date])+1`	*1/2/2011*
Week number	Shows the week number (US Style) `ROUNDDOWN(([Date]-DATE(YEAR([Date]),1,1)+WEEKDAY(DATE(YEAR([Date]),1,1))-WEEKDAY([Date])+1)/7,0)+1`	*5*

Quarter	Shows which quarter a date falls in
	`"Q" & INT((MONTH([Date])-1)/3)+1`
	`"Q" & INT((MONTH([Date])-1)/3)+1 & "-" & YEAR([Date])`
		Q1
		Q1-2010

Season	Shows which season a date falls in. Takes into account one month offset from quarter. `CHOOSE(INT((MOD(MONTH(When)+1,12)/4))+1,"Winter","Spring","Summer","Autumn")`	*Spring*
Fiscal year	Shows which fiscal year a date falls in (1st October) `"FY " & IF(DATE(YEAR([Date]), 10, 1)>[Date], YEAR([Date]), YEAR([Date])+1)`	*FY 2011*
	Shows which fiscal year a date falls in (6th April) `IF([Date]<DATE(YEAR([Date]),4,1), RIGHT(YEAR([Date])-1,2) & "/" & RIGHT(YEAR([Date]),2), RIGHT(YEAR([Date]),2) & "/" & RIGHT(YEAR([Date])+1,2))`	*10/11/2011*
Other		
Ref. number	Creates a fixed length reference number from a Number `"PLT" & REPT("0",5-LEN(TEXT([Number]))) & TEXT([Number])`	*PLT00324*
Random team	Chooses a team at random, based on the time (in seconds) `CHOOSE(MOD(TEXT(Created,"s"),2)+1,"Team A","Team B")`	*Team B*
Marks out of ten	Gives general comments on a mark out of ten `CHOOSE(INT([Marks]/3),"Bad","Poor","Good","Great")`	*Good*
Modified	Shows whether an item has been modified since creation `IF([Modified] > [Created], "Changed", "Original")`	*Changed*

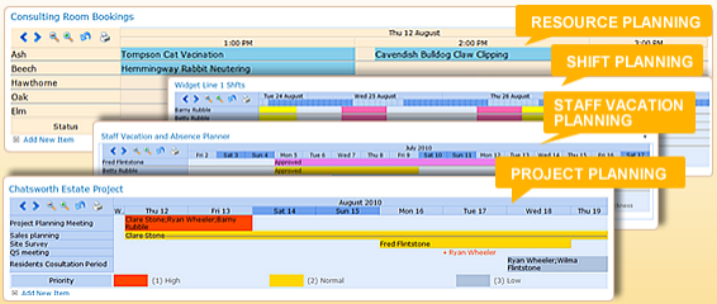
Operators	Description	Example {Result}
+, -, *, /	Add, Subtract, Multiply, Divide	
^	Power (e.g. [Field]^2 = Squared)	4^3 {64}
&	Concatanate (put two text values or fields together)	"4" & "3" {"43"}, [Field1] & [Field2]
Relational Operators		
= (Equal To)	> (Greater than)	>= (Greater than or equal to)
<> (Not equal to)	< (Less than)	<= (Less than or equal to)
Text	**Description**	**Example {Result}**
LEN (Text)	The length of Text	LEN("Hello") {5}
LEFT (Text, Number)	Return X characters from the left	LEFT("I quite like camping", 6) {"I quit"}
RIGHT (Text, Number)	Returns X characters from the right	RIGHT("I quite like camping",4) {"ping"}
MID (Text, Num1, Num2)	Returns Number2 characters from the middle of Text, starting at Number1	MID("I quite like camping", 9, 11) {"like campin"}
SEARCH (Text1, Text2, Num)	Returns the index of Text1 within Text2, starting the search at index Number	SEARCH("Banana", "Banana Banana", 4) {8}
LOWER (Text)	Text in lower case	LOWER("uRGEnT") {"urgent")
UPPER (Text)	Text in upper case	UPPER("uRGEnT") {"URGENT")
PROPER (Text)	Capitalize first letter of each word	PROPER("uRGEnT TICket") {"Urgent Ticket")
TRIM (Text)	Removes spaces from the start and end	TRIM(" some text ") {"some text"}
CLEAN (Text)	Returns Text without non-printable characters added by clipboard or similar	CLEAN("Line1?? Line2??") {"Line1 Line2"}
REPLACE (T1, N1, N2, T2)	Replaces Number2 characters starting at Number1 from Text1 with Text2	REPLACE("Hello",2,4,"i") {"Hi")
CONCATENATE (T1, T2, ...)	Puts the values together into one string	CONCATENATE("A","B","C") {"ABC"}
DOLLAR (Number, Decimals)	Converts a number to a currency text, with the given number of decimals	DOLLAR(12.567,2) {"$12.57"}
EXACT (Text1, Text2)	Are the two text values identical?	EXACT("Hi","hi") {False}
FIXED (Num, Dec, NoCommas)	Returns Number with the given number of decimals as text (commas optional)	FIXED(1057.26,1,TRUE) {"1057.3"}, FIXED(1057.26,0,FALSE) {"1,057"}
REPT (Text, Number)	Repeats Text the given Number of times	REPT("Hi",3) {"HiHiHi"}
TEXT (Value, Format)	Converts Value to a Text value, using Format (see **'TEXT Formats'** overleaf)	TEXT([Created], "yyyy|mm") {"2011|03"}
Date/Time	**Description**	**Example {Result}**
YEAR (Date)	Returns the year number from a date	YEAR([Created]) {2011}
MONTH (Date)	Returns the month number from a date	MONTH([Created]) {3}
WEEKDAY (Date)	Returns the weekday number from a date or datetime (0 is Sunday)	WEEKDAY([Created]) {2}
DAY (Date)	Returns the day number from a date	DAY([Created]) {29}
HOUR (DateTime)	Returns the hour (uses 24h clock)	HOUR([Created]) {13}
MINUTE (DateTime)	Returns the minute from a datetime	MINUTE([Created]) {51}
SECOND (DateTime)	Returns the seconds from a datetime	SECOND([Created]) {26}
DATE(Year, Month, Day)	Creates a date from the 3 numbers	DATE(2011, 3, 29) {3/29/2011}
DATEDIF (Date1, Date2, Unit)	The difference between two dates (Unit: "Y" Years, "M" Months, "D" Days, and more)	DATEDIF("3/29/2011","2/1/2011","M") {1}
DATEVALUE (Text)	Converts Text to a Date	DATEVALUE("3/29/2011") {3/29/2011}
TIME (Hour, Minute, Second)	Creates a time from the 3 numbers	TIME(19,45,21) {1/1/1900 7:45:21 PM}
TIMEVALUE (Text)	Converts Text to a time value	TIMEVALUE("19:45") {1/1/1900 7:45 PM}
Math	**Description**	**Example {Result}**
ABS (Number)	Makes a number positive if it is negative	ABS(-1) {1}, ABS(1) {1}
EVEN (Number)	Rounds Number up to the nearest even number	EVEN(0.5) {2}, EVEN(-1) {-2}
FACT (Number)	Returns the factorial of a number ("x!" on a calculator)	FACT(5) {5*4*3*2*1 = 120)
MOD (Number1, Number2)	Returns the remainder of Number1 divided by Number2	MOD(5, 4) {1}, MOD(2010, 20) {10}
ODD (Number)	Rounds Number up to the nearest odd number	ODD(1.5) {3}, ODD(-2) {-3}

Math (cont.)	Description	Example {Result}
PI ()	Returns Pi to 15 decimal places	PI() {3.14159265358979}
ROUND (Number1, Number2)	Rounds Number1 to Number2 decimals	ROUND(327.598, 1) {327.6}
ROUNDDOWN (Num1, Num2)	Rounds Number1 to Number2 decimals, always rounding down.	ROUNDDOWN(327.598, 1) {327.5}
ROUNDUP (Num1, Num2)	Rounds Number1 to Number2 decimals, always rounding up.	ROUNDUP(52.0001, 0) {53}
SIGN (Number)	Returns -1 for negative numbers, 1 for positive, and 0 when 0	SIGN(-5.9786) {-1}, SIGN(20678) {1}, SIGN(0) {0}
SQRT (Number)	Returns the square root	SQRT(64) {8}
TRUNC (Number)	Returns Number with decimals removed	TRUNC(37.999999) {37}
VALUE (Text)	Converts Text to a Number, Date or Time, according to its format	VALUE("57") {57}, VALUE("00:05") {00:05}
AVERAGE (Num1, Num2, ...)	Averages the Numbers, ignoring non-Number values	AVERAGE(10, 0, "", "0") {5}, AVERAGE(5, 0, TRUE) {2.5}
AVERAGEA (Num1, Num2, ...)	Averages the Numbers, non-Number values are interpreted	AVERAGEA(10, 0, "", "0") {2.5}, AVERAGEA(5, 0, TRUE) {2}
COUNT (Num1, Num2, ...)	Averages the Numbers, ignoring non-Number values	COUNT(10, 0, "", "0") {2}, COUNT(5, 0, TRUE) {2}
COUNTA (Value1, Value2, ...)	Counts all values, including empty text (""), ignoring empty columns	COUNTA(10, 0, "", "0") {4}, COUNTA(5, 0, TRUE) {3}
MAX (Number1, Number2, ...)	Gets the largest of the numbers, including Text fields containing numbers	MAX(0, 2, "76", 100) {100}
MAXA (Number1, Number2, ...)	Gets the largest of the numbers, including non-number values	MAXA(0, 2, "76", 100, "Telephone", TRUE) {100}
MIN (Number1, Number2, ...)	Gets the smallest of the numbers, including Text fields containing numbers	MIN(0, 2, "76", 100) {0}
MINA (Number1, Number2, ...)	Gets the smallest of the numbers, including non-number values	MINA(0, 2, "76", 100, "Telephone", TRUE) {0}
SUM (Number1, Number2, ...)	Returns the total of all Numbers and number-like values	SUM(0, 2, "76", 100, TRUE) {179}
Logical	**Description**	**Example {Result}**
AND (Condition1, Condition2)	Returns True if both conditions are True	AND(4>=3,3>2) {True}
OR (Condition1, Condition2)	Returns True if either condition is True	OR(4>=3, 3<2) {True}
NOT (Condition1)	Returns the opposite to the condition	NOT(1=1) {False}
Conditional values	**Description**	**Example {Result}**
CHOOSE(Num, Val1, Val2, ...)	Returns the value corresponding to the number. Up to 29 values can be used.	CHOOSE(3, "A", "B", "C", "D") {"C"}
IF(Condition, Val1, Val2)	If Conditon is true, return Value1, otherwise return Value2	IF([Modified] > [Created], "Changed", "Original") {"Changed" or "Original"}
Type/Error checking	**Description**	**Example {Result}**
ISBLANK (Value)	Returns True if Value is empty, False otherwise	IF(ISBLANK([Assignee]), "Needs assigning", "Assigned")
ISERR (Value)	Returns True if Value returns an error (except #N/A), False otherwise	ISERR(#REF!) {True}
ISERROR (Value)	Returns True if Value returns an error	ISERROR(#REF!) {True}
ISLOGICAL (Value)	Returns True if Value returns a logical value (True or False), False otherwise	ISLOGICAL(FALSE) {True}
ISNA (Value)	Returns True if Value returns error #N/A, False otherwise	ISERR(#N/A) {True}
ISNONTEXT (Value)	Returns True if Value is not text or is empty, False otherwise	ISNONTEXT(2) {True}, ISNONTEXT("Two") {False}
ISNUMBER (Value)	Returns True if Value is a Number, False otherwise	ISNUMBER(2) {True}, ISNUMBER("Two") {False}
ISTEXT (Value)	Returns True if Value is Text	ISTEXT(2) {False}, ISTEXT("Two") {True}

Columns that can't be used		
[Today] and [Me]	Only available in default columns.	Will NOT work correctly in calculated columns
[ID]	Only works on column addition/update. Fails to work from then on.	
Lookup columns	Currently unsupported	

Planner

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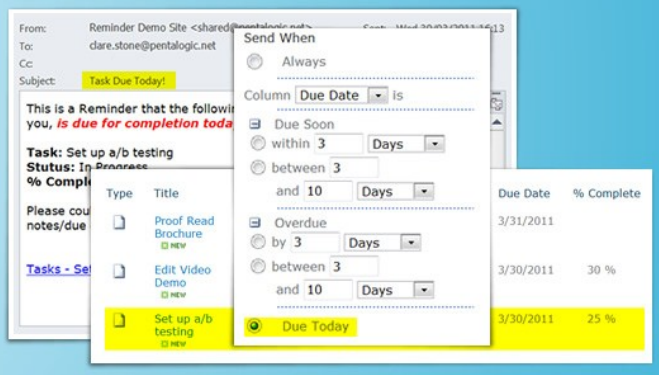
Pivot Point

Easy PivotTables and PivotCharts straight from your SharePoint list data



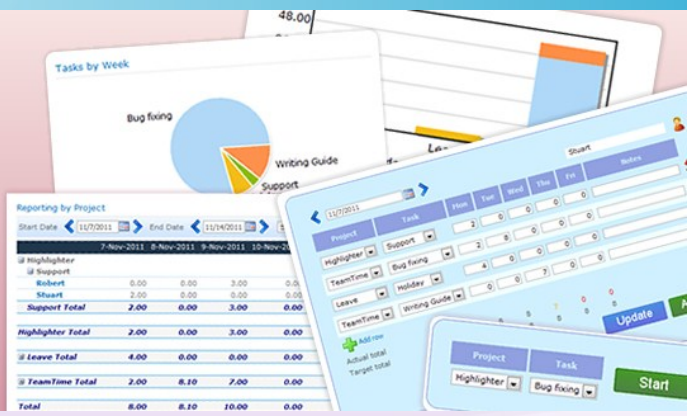
Reminder

- Date based reminders
- Due soon and overdue tasks and events
- Customize email content
- Drive simple workflow



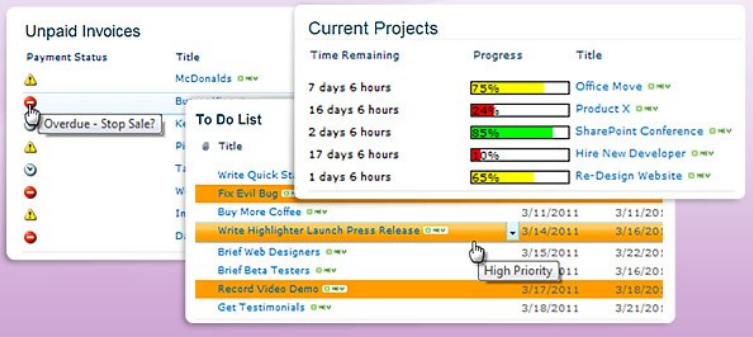
Team Time

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