Built-In Functions

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Numeric Functions

- **Sqr** calculates the square root of a number

- **Int** returns the greatest integer less than or equal to a number

- The output of **Round**(n,r) is the number n rounded to r decimal places. The parameter r can be omitted to round to the nearest whole number

String Functions

- **Left**(*str*,*n*) returns the string consisting of the first *n* characters of *str*

- **Right**(*str*,*n*) returns the string consisting of the last *n* characters of *str*

- **Mid**(*str*,*m*,*n*) returns the string consisting of *n* characters of *str*, beginning with the mth character

- **Ucase**(*str*) yields a copy of the string *str* with all lowercase letters capitalized

- **Trim**(*str*) is the string *str* with all leading and trailing spaces removed

String-Related Numeric Functions

- **Len**(*str*) gives the number of characters in a string (i.e., its length)

- **InStr**(*str1*,*str2*) returns the position in *str1* at which *str2* is first found, or *0* if *str2* is not a substring of *str1*

Format Functions

- **FormatNumber**(*n,r*) is the string containing the number *n* rounded to *r* decimal digits, with commas as thousands separators

- **FormatCurrency**(*n,r*) is the string consisting of a dollar sign followed by the output of **FormatNumber**(*n,r*) and enclosed in parentheses if *n* is negative

- **FormatPercent**(*n,r*) is the string with a number displayed as a percent and rounded to *r* decimal places. The default value of *r* here and above is *2*, so *r* can be skipped for these three functions

- **FormatDateTime**(*dateString*,vbLongDate) converts from "6-10-2007", "6-10-07", or "6/10/07" to "Sunday, June 10, 2007" and likewise

Generating Random Numbers

- **Rnd** returns a random number from *0* up to (but not including) *1.*