

Lesson no. 6: Text Function in Excel

How to use Text Functions in Excel

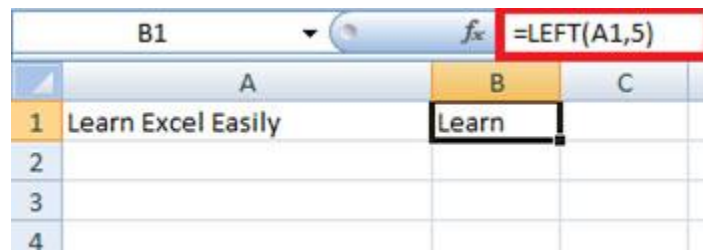
Excel is mostly about the numerical data, but at times you can come across the data which has too much text and that is the time when Text Functions in Excel will help you to simplify the things easily.

Here are few text functions you should know

1.Left()

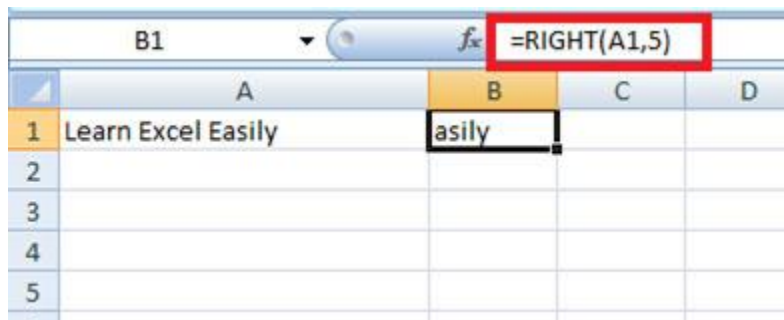
You can use the Left function when you want to extract the leftmost characters from a string.

Syntax =left(text, num_char)



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Similarly, you can also use the Right function to extract the rightmost characters from a string.

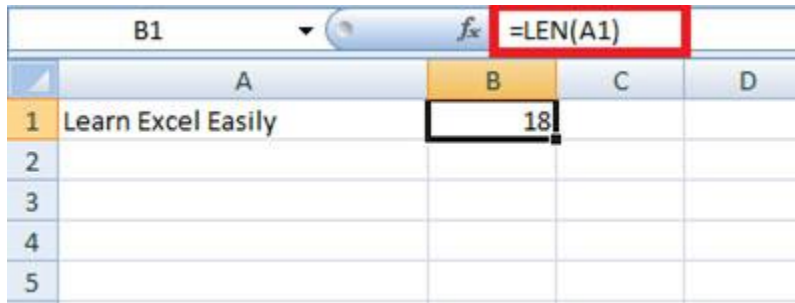


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2. Len ()

Len function in Excel helps you to know the length of a string that is number of characters in a string. Syntax = LEN(text)

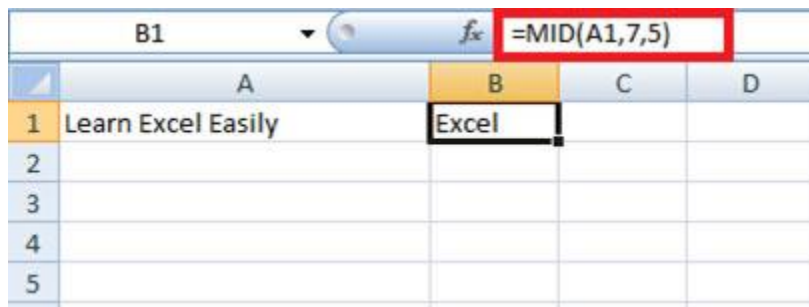
Note – Spaces are included while calculating length.



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3. Mid ()

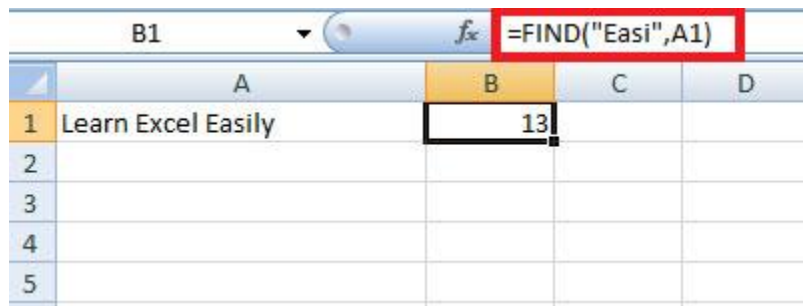
Mid function in Excel is used to extract the characters from the middle of a string. Syntax = **MID(text, start_char, num_chars)**



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4. Find ()

Find function in Excel is used when you want to know the position of certain characters in a particular string. Syntax = **FIND(find_text, within_text,[start_num])**



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5. Proper ()

Proper function in Excel capitalizes each word in the string that is, it converts the case into proper case. Syntax **=PROPER(Text)**

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6. Rept ()

Rept function in Excel is used when you want a certain text to be repeated certain number of times. Syntax **=REPT(Text, number_times)**

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7. Trim()

Trim function in Excel removes the unnecessary spaces from a particular string. Syntax **=TRIM(Text)**

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8. Upper()

Upper function in Excel converts the text into Upper case from lower case. Syntax **=UPPER(Text)**

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9. Substitute ()

Substitute function in Excel helps to replace existing text with a new text in a particular string. Syntax **=SUBSTITUTE(text, old_text, new_text, instance number)**

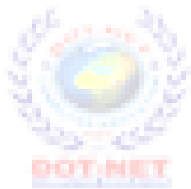
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10. Concatenate ()

Concatenate function in Excel helps to join the text of two or more cells. Syntax **=CONCATENATE(text1, text2....)**

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If you have any doubts or suggestions for us, then do let us know in the comments section below and we shall get back to you at the earliest.



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