

Excel Text Functions



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1.0 hour

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Changing Case

	A	B
1	The rain in Spain	
2		123

LOWER

Converts text to lowercase

Syntax: LOWER(text)

Text is the text you want to convert to lowercase. LOWER does not change characters in text that are not letters.

=LOWER("E. E. Cummings")	e. e. cummings
=LOWER(A1)	the rain in spain
=LOWER("Training@HEALTH.UFL.EDU")	training@health.ufl.edu

PROPER

Capitalizes the first letter in each word of a text value

Syntax: PROPER(text)

Text is text enclosed in quotation marks, a formula that returns text, or a reference to a cell containing the text you want to partially capitalize.

=PROPER("this is a TITLE")	This Is A Title
=PROPER(A1)	The Rain In Spain
=PROPER("76BudGet")	76Budget

UPPER

Converts text to uppercase

Syntax: UPPER(text)

Text is the text you want converted to uppercase. Text can be a reference or text string.

=UPPER("total")	TOTAL
=UPPER(A1)	THE RAIN IN SPAIN
=UPPER("excel")	EXCEL

Parts of Cells

LEN

Returns the number of characters in a text string

Syntax: LEN(text)

Text is the text whose length you want to find. Spaces count as characters.

=LEN("Microsoft Excel")	15
=LEN(A1)	17
=LEN("")	0

LEFT**Returns the leftmost characters from a text value**

Syntax: LEFT(text,num_chars)

Text is the text string that contains the characters you want to extract.

Num_chars specifies the number of characters you want LEFT to extract, must be greater than or equal to zero. If num_chars is greater than the length of text, LEFT returns all of text. If num_chars is omitted, it is assumed to be 1.

	A	B
1	The rain in Spain	
2		123

=LEFT("Sale Price",4)	Sale
=LEFT(A1,1)	T
=LEFT(A1, 8)	The rain

RIGHT**Returns the rightmost characters from a text value**

Syntax: RIGHT(text,num_chars)

Text is the text string containing the characters you want to extract.

Num_chars specifies the number of characters you want RIGHT to extract. Num_chars must be greater than or equal to zero. If num_chars is greater than the length of text, RIGHT returns all of text. If num_chars is omitted, it is assumed to be 1.

=RIGHT("Sale Price",5)	Price
=RIGHT("Stock Number")	r
=RIGHT(A1,5)	Spain

MID**Returns a specific number of characters from a text string**

Syntax: MID(text,start_num,num_chars)

Text is the text string containing the characters you want to extract.

Start_num is the position of the first character you want to extract in text. The first character in text has start_num 1, and so on. If start_num is greater than the length of text, MID returns "" (empty text). If start_num is less than 1, MID returns the #VALUE! error value.

Num_chars specifies the number of characters you want MID to return from text. If num_chars is negative, MID returns the #VALUE! error value.

=MID("Fluid Flow",1,5)	Fluid
=MID(A1,5,8)	Rain
=MID("1234",5,5)	(empty text)

FIND

locate one text string within a second text string, and return the number of the starting position of the first text string from the first character of the second text string.

	A	B
1	The rain in Spain	
2		123

Syntax: FIND(find_text, within_text, [start_num])

Find_Text - The text you want to find.

Within_text - Required. The text containing the text you want to find.

[Start_num] - Optional. Specifies the character at which to start the search. The first character in within_text is character number 1. If you omit start_num, it is assumed to be 1.

=FIND("Flow","Fluid Flow",1)	7
=FIND("A",A1)	6
=FIND("A",B2)	#VALUE

Note: Use IF and ISERR functions to get the results you want.

=IF(ISERR(FIND("A",A1)),"Not Found","Found")	Found
=IF(ISERR(FIND("A",B2)),"Not Found","Found")	Not Found

Formatting Numbers as Text**DOLLAR**

Converts a number to text using currency format, with the decimals rounded to the number of places you specify. Uses the \$#,##0.00_);(\$#,##0.00) number format.

Syntax: DOLLAR(number, [decimals])

Number - Required. A number, a reference to a cell containing a number, or a formula that evaluates to a number.

[Decimals] – Optional. The number of digits to the right of the decimal point. If this is negative, the number is rounded to the left of the decimal point. If you omit, it is assumed to be 2.

=DOLLAR(12345.678)	\$12,345.68
=DOLLAR(12345.678,0)	\$12,346
=DOLLAR(B2)	\$123.00
=DOLLAR(12345.678,-3)	\$12,000
=DOLLAR(B2,4)	\$123.0000
=DOLLAR(B2,-1)	\$120

FIXED

Returns a number to the specified number of decimals, formats the number in decimal format using a period and commas, and returns the result as text.

	A	B
1	The rain in Spain	
2		123

Syntax: FIXED(number, [decimals], [no_commas])

Number - The number you want to round and convert to text.

[Decimals] - Optional. The number of digits to the right of the decimal point. Assumes 2.

[No_commas] - Optional. A logical value that, if TRUE, prevents FIXED from including commas in the returned text.

=FIXED(12345.678)	12,345.68
=FIXED(12345.678,0)	12,346
=FIXED(B2)	123.00
=FIXED(12345.678,-3)	12,000
=FIXED(B2,4)	123.0000
=FIXED(B2,-1)	120

ASCII Functions

CHAR

Returns the character specified by the code number

Syntax: CHAR(number)

Number is a number between 1 and 255 specifying which character you want. The character is from the character set used by your computer.

=CHAR(65)	A
=CHAR(33)	!
=CHAR(B2)	{
=CHAR(34)	"

Char(9) – Tab; Char(10) – Paragraph Break; Char(13) – Line Break, Char(34) – "

CODE

Returns a numeric code for the first character in a text string

Syntax: CODE(text)

Text is the text for which you want the code of the first character.

CODE("A")	65
CODE("Alphabet")	65
CODE("!")	33

Modifying Cells

	A	B
1	The rain in Spain	
2		123

CLEAN

Removes all nonprintable characters from text

Syntax: CLEAN(text)

Text is any worksheet information from which you want to remove nonprintable characters.

=CLEAN("text")	text
=CLEAN(A1)	The rain in Spain
=CLEAN("abcd")	abcd

TRIM

Removes extra spaces from text

Syntax: TRIM(text)

Text is the text from which you want spaces removed.

=TRIM(" First Quarter Earnings ")	First Quarter Earnings
=CLEAN(A1)	The rain in Spain
=TRIM("Annie Smith")	Annie Smith

SUBSTITUTE

Substitutes new text for old text in a text string

Syntax: SUBSTITUTE(text,old_text,new_text,instance_num)

Text is the text or the reference to a cell containing text for which you want to substitute characters.

Old_text is the text you want to replace.

New_text is the text you want to replace *old_text* with.

Instance_num specifies which occurrence of *old_text* you want to replace with *new_text*. If you specify *instance_num*, only that instance of *old_text* is replaced. Otherwise, every occurrence of *old_text* in *text* is changed to *new_text*.

=SUBSTITUTE("Sales Data", "Sales", "Cost")	Cost Data
=SUBSTITUTE("Quarter 1, 1991", "1", "2", 1)	Quarter 2, 1991
=SUBSTITUTE("Quarter 1, 1991", "1", "2", 3)	Quarter 1, 1992
=SUBSTITUTE(A1,"Spain","Maine")	The rain in Maine

CONCATENATE

Joins several text items into one text item

Syntax: CONCATENATE (text1,text2,...)

text1, text2, ... are 1 to 30 text items to be joined into a single text item. The text items can be text strings, numbers, or single-cell references.

Note: The "&" can be used instead of CONCATENATE to join text items.

	A	B
1	The rain in Spain	
2		123

=CONCATENATE("Total ", "Value")	Total Value
="Total "&"Value"	
=CONCATENATE(A1, B2)	The rain in Spain123
=A1&B2	
=CONCATENATE(A1, " ", B2)	The rain in Spain 123
=A1&" "&B2	

TEXTJOIN

Joins several text items into one text item

Syntax: TEXTJOIN(delimiter, ignore_empty, text1, [text2], ...)

delimiter - A text string, either empty, or one or more characters enclosed by double quotes, or a reference to a valid text string. If a number is supplied, it will be treated as text.

ignore_empty - If TRUE, ignores empty cells.

text1 - Text item to be joined. A text string, or array of strings, such as a range of cells.

[*text2, ...*] - Additional text items to be joined. There can be a maximum of 252 text arguments for the text items, including text1. Each can be a text string, or array of strings, such as a range of cells.

=TEXTJOIN(" ",TRUE,"Total", "Value")	Total Value
="Total"&" "&"Value"	Total Value"
=TEXTJOIN("-",TRUE,A1: B2)	The rain in Spain-123
=TEXTJOIN("-",FALSE,A1:B2)	The rain in Spain---123