

Text functions

Text case

UPPER

Used to **convert** a specified string to **uppercase**.

`=UPPER(text)`

Ex. `=UPPER("hello world")` → "HELLO WORLD"

LOWER

Used to **convert** a specified string to **lowercase**.

`=LOWER(text)`

Ex. `=LOWER("HELLO WORLD")` → "hello world"

PROPER

Used to **capitalise each word** in a specified string.

`=PROPER(text_to_capitalise)`

Ex. `=PROPER("hello WORLD")` → "Hello World"

Text search/find

SEARCH

Used to return **the position at which a string is first found** within text. The **SEARCH** function **is not case sensitive**.

`=SEARCH(search_for, text_to_search, [starting_at])`

Ex. `=SEARCH("World", "Hello, World!")` → 8

FIND

Used to return **the position at which a string is first found** within text. The **FIND** function **is case sensitive**.

`=FIND(search_for, text_to_search, [starting_at])`

Ex. `=FIND("World", "Hello, world!")` -> #VALUE!

Text edit

SUBSTITUTE

Used to replace **a specific character or string of characters** in a cell with a different character or string.

`=SUBSTITUTE(text_to_search, search_for, replace_with, [occurrence_number])`

Ex. `=SUBSTITUTE("Google", "ogle", "od")` → "Good"

TRIM

Used to remove **leading, trailing, and repeated spaces** in text.

`=TRIM(text)`

Ex. `=TRIM(" Hello, World! ")` → "Hello, World!"

CLEAN

Used to remove **non-printable ASCII characters** from a text.

`=CLEAN(text)`

Ex. `=CLEAN("Hello World!")` → "HelloWorld"

SPLIT

Used to **divide text** around a **specified character or string**. Each resulting fragment is then put into a separate cell in the row.

`=SPLIT(text, delimiter, [split_by_each], [remove_empty_text])`

Ex. `SPLIT("1,2,3", ",")` →

1	2	3
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CONCATENATE

Used to **append strings to one another**.

`=CONCATENATE(string1, [string2, ...])`

Ex. `=CONCATENATE("Hello", " ", "World!")` -> "Hello World!"