

Day 14 - 90 days of Analytics: Text Functions

In today's video, we looked at text functions and how to use them to manipulate text in Ms Excel

The following were mentioned

- Values passed to functions are known as **arguments**.
- The **LEN()** function, returns the number of characters in a text. Example =LEN(B3), provided the text is found in cell B3
- The **TRIM()** function, deletes leading or trailing spaces from text. Example =TRIM(B3), provided the text is found in cell B3 and contains leading and/or trailing spaces
- The **UPPER()** function, converts all letters in a text string to uppercase. Example =UPPER(B3), provided the text is found in cell B3.
- The **LOWER()** function, converts all letters in a text string to lowercase. Example =LOWER(B3), provided the text is found in cell B3.
- The **PROPER()** function, converts the first letter of each word to uppercase and the rest of the letters to lowercase. Example =PROPER(B3), provided the text is found in cell B3
- The **LEFT()** function, returns the specified number of characters from the **start** of a string. Example =LEFT(F3,4), provided the text is found in cell F3 and 4 the number of characters needed.
- The **RIGHT()** function, returns the specified number of characters from the **end** of a string. Example =RIGHT(F3,4), provided the text is found in cell F3 and the 4 the number of characters needed.
- The **MID()** function, returns the characters from the middle of a string, giving the starting position and length. Example =MID(F3,4,3), provided the text is found in cell F3, 4, the **start** position and 3 the number of characters needed.
- The **CONCATENATE()** function, joins several text strings into one text string. Example =CONCATENATE(A10," ",B10), provided the text strings are found in cell A10 and B10 respectively.
- The **FIND()** function, returns the starting position of one text string within another text string. It should be noted that the function is case sensitive (This means that, an uppercase letter is considered different from a lowercase letter). Example =FIND("mes",D10) , it returns the starting position of the first occurrence of the text "mes" in the text found in cell D10,.
- The **SUBSTITUTE()** function, replaces existing text with new text in a text string. Example =SUBSTITUTE(A10,"m","n"), with text in cell A10, all the occurrences of "m" are replaced by "n".
- There are more text functions that can be explored depending on our preferences.

Link to the YouTube Recording: <https://www.youtube.com/watch?v=iKPxgVOHiHI>

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