

## 1. CONCATENATE():

**Purpose:** Combines text from multiple cells.(Deprecated in newer versions)

*Ex.*

A1 = Hello, B1= Bunny

**Use:** =CONCATENATE(A1, B1)

=CONCATENATE(A1," ",B1) # if you want space or anything else between two

**Result:** Hello Bunny

## 2. & (AMPERSAND):

**Purpose:** Operator to join text quickly.

*Ex.*

A1 = Hello, B1= Bunny

**Use:** =A1 & B1

=A1 & " " & B1 # if you want space or anything else between two

**Result:** Hello Bunny

## 3. CONCAT():

**Purpose:** Modern replacement for CONCATENATE. Works with ranges.

*Ex.*

A1 = Hello, B1= Bunny

**Use:** =CONCAT(A1:C1)

=CONCAT(A1:" ":C1) # if you want space or anything else between two

#### 4. TEXTJOIN(delimiter, ignore\_empty, text1, text2, ...):

**Purpose:** Joins text with a delimiter. Can ignore blank cells.

*Ex.*

A1 = Hello, B1 = Bunny

**Use:** =TEXTJOIN(" ", TRUE OR FALSE, A1:B1)

**Result:** Hello Bunny

## 1. LEFT():

= LEFT(text, [num\_chars])

*Ex.*

Use: =LEFT("ChatGPT", 4)

Result: Chat

## 2. RIGHT():

= RIGHT(text, [num\_chars])

*Ex.*

Use: =RIGHT("ChatGPT", 3)

Result: GPT

## 3. MID():

= MID(text, start\_num, num\_chars)

*Ex.*

Use: =MID("ChatGPT", 2, 3)

Result: hat

A1 = Hello World

## 1. LEN():

*Ex.*

Use: =LEN(A1)

Result: 11

## 2. FIND(find\_text, within\_text, [start\_num]):

*Ex.*

Use: =FIND("o", A1)

Result: 5

## USING THIS WITH MID:

*Ex.*

A1 = Aryan chaudhari

Use: =MID(A1, 1, FIND(" ", A1)-1)

Result: Aryan

A2 = aryan@example.com

Use: =MID(A2, FIND("@", A2)+1, LEN(A2) - FIND("@", A2))

Result: example.com

## 1. CLEAN():

**Purpose:** Removes non-printable characters from text.

*Ex.*

A1 = "Name: John Doe" & CHAR(10) & CHAR(13) & "Phone: 1234567890"

**Use:** =[CLEAN\(A1\)](#)

**Result:** Name: John DoePhone: 1234567890

## 2. TRIM():

**Purpose:** Removes all extra spaces from text, leaving only single spaces between words.

*Ex.*

A2 = " Hello World "

**Use:** =[TRIM\(A2\)](#)

**Result:** "Hello World"

## 3. UPPER():

**Purpose:** Converts all letters in the text to uppercase.

## 4. LOWER():

**Purpose:** Converts all letters in the text to lowercase.

## 5. PROPER():

**Purpose:** Capitalizes the **first letter** of each word.



### Tip:

You can **combine** these functions for better results.

Example: `=PROPER(TRIM(CLEAN(A1)))`

This will:

1. Remove non-printable characters,
2. Remove extra spaces,
3. Capitalize the first letter of each word.

## 1. SUBSTITUTE:

=SUBSTITUTE(text, old\_text, new\_text, [instance\_num])

**Purpose:** Replacing specific text in a string.

*Ex.*

A1 = Excel is easy

**Use:** =SUBSTITUTE(A1, "easy", "fun")

**Result:** Excel is fun

## 2. REPLACE:

=REPLACE(old\_text, start\_num, num\_chars, new\_text)

**Purpose:** Replaces characters at a specific position.

*Ex.*

A1 = Excel2025

**Use:** =REPLACE(A1, 6, 4, "2030")

**Result:** Excel2030

## 3. SEARCH:

=SEARCH(find\_text, within\_text, [start\_num])

**Purpose:** Finds the position of a character or substring.

*Ex.*

A1 = Hello World

**Use:** =SEARCH("o", A1)

**Result:** 5 (First "o" is at position 5)

#### 4. CHAR:

=CHAR(number)

**Purpose:** Returns the character for a given ASCII code.

*Ex.*

B1 = 65

**Use:** =CHAR(B1)

**Result:** A (ASCII code 65 is A)

#### 5. UNICHAR:

=UNICHAR(number)

**Purpose:** Returns the Unicode character for a given number.

*Ex.*

B1 = 128512

**Use:** =UNICHAR(B1)

**Result:** 😊 (Smiley emoji)

#### 6. CODE:

=CODE(text)

**Purpose:** Returns the ASCII code of the first character in text.

*Ex.*

A1 = Zebra

**Use:** =CODE(A1)

**Result:** 90 (Z = 90 in ASCII)



## 7. UNICODE:

**Purpose:** Returns the Unicode code of the first character in text.

*Ex.*

A1 = 😊

**Use:** =UNICODE(A1)

**Result:** 128512