

30/12/2025

ASSIGNMENT-2

(Text functions, Paste Special)

Ques.1 How does the CONCATENATE function work? Give an example.

Ans.1 → The CONCATENATE function is used to join text from multiple cells into one cell.

It is commonly used to combine first name and last name.

SYNTAX := CONCATENATE(text1, text2, --)

EXAMPLE := CONCATENATE(A1, " ", B1)

In newer Excel version, CONCAT or & operator is performed

NOTE: Useful for creating full names, addresses or IDs.

Ques.2 Difference between LEFT, RIGHT and MID functions.

Ans.2 → These functions extract text from a cell.

LEFT: Extracts characters from the start of the text.

EXAMPLE: LEFT(A1, 4)

RIGHT: Extracts characters from the end of the text.

EXAMPLE: RIGHT(A1, 2)

MID: Extracts text from the middle.

EXAMPLE: MID(A1, 2, 3)

NOTE: Commonly used in data cleaning and formatting.

Ques.3 How would you use the TRIM function to clean text?

Ans.3 → The TRIM function removes:

- Extra Spaces
- Leading and Trailing Spaces
- It keeps only single spaces between words.

SYNTAX: =TRIM(A1)

- Useful when data is copied from:
 - Emails
 - Websites
 - External Sources

NOTE: It improves data accuracy and consistency.

Ques.4 What is the use of UPPER, LOWER & PROPER functions.

Ans.4 → These functions change text case.

UPPER: It converts text to capital letters.

EXAMPLE: =UPPER(A1)

LOWER: It converts text to small letters.

EXAMPLE: =LOWER(A1)

PROPER: It capitalizes first letter of each word.

EXAMPLE := PROPER(A1)

NOTE: It used for standardizing text data.

Ques.5 What is the difference between FIND and SEARCH function

Ans.5 → ~~FIND~~ FIND

SEARCH

- Case Sensitive
- Does not support wildcards.
- More strict.
- Not case Sensitive
- Supports wildcards.
- More flexible.

EXAMPLE:

=FIND("A", A1)

~~EXAMPLE~~

=SEARCH("a", A1)

NOTE: SEARCH is preferred for general text matching.

Ques.6 What does the REPLACE function do?

Ans.6 → REPLACE changes part of a text string with new text.

- It works based on position, not characters.

SYNTAX := REPLACE(A1, 1, 3, "New")

NOTE: It is useful when updating codes or IDs.

Ques.7 How to use Paste Special to transpose data?

Ans.7 → Copy the data range

- Right click on destination cell
- Select Paste Special (Alt + Ctrl + V)
- Check Transpose Option.
- Click OK

NOTE: It converts rows into columns and vice-versa.

Ques.8 What are the different options in Paste Special and when to use them.

Ans.8 → Values - Paste only values, not formulas

Formulas - Paste formulas only.

Formats - Paste formatting

Transpose - Switch Rows and Columns.

Multiply / Add / Subtract / Divide - Perform calculations while pasting.

NOTE: Used to control exactly what is pasted.

Ques.9 How do you copy and paste only values from a formula?

Ans.9 → Copy the cell with formula.

- Right Click on Destination Cell
- Choose Paste Special.
- Click on Values.

NOTE: Prevents formula dependency issues.

Ques.10 What are the scenarios where Paste Special is used?

Ans.10 → When sharing a report and formulas should not be visible.

- When converting formulas into static values.
- When applying calculations like percentage increase.
- When pasting data without formatting issues.

NOTE: Paste Special gives full control over pasted data.