

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

CONCATENATE

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

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

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