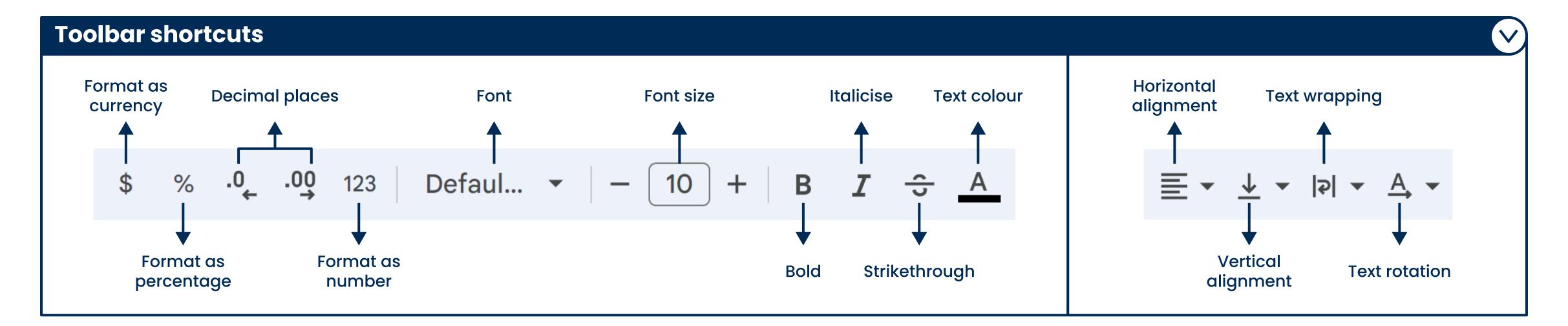
# Data formatting



## Text formatting

The process of modifying the appearance of text in a cell to ensure readability.

• Split text to columns: Divides text around a specified character or string, and puts each fragment into a separate cell in the row.

#### Data > Split text to columns

• **Find and replace:** Find and replace complete or partial words or characters in a spreadsheet.

#### Edit > Find and replace

• Left function: Returns a substring from the beginning of a specified string.

=LEFT(string, [number\_of\_characters])

• Right function: Returns a substring from the end of a specified string.

=RIGHT(string, [number\_of\_characters])

• **Trim function:** Removes all spaces in a text string, leaving just a single space between words.

=TRIM(text)

## **Numerical formatting**

The process of **altering the appearance of numerical data** into a format that the spreadsheet application can understand to which we can apply numerical functions.

**Custom number:** Allows you to create your own numerical format if you don't find the appropriate one for your particular sheet.

Format > Number > Custom currency

or

Custom date and time

or

> Custom number format

## Date and time formatting

**Enhances the spreadsheet** by ensuring that the right date or time formats are used thus improving human interpretation.

**Split date and time:** Divides a text string (or value) around a given delimiter, and outputs the separate pieces into their own cells.

=SPLIT(text, delimiter, [split\_by\_each], [remove\_empty\_text])

**Summarise date and time by frequency:** Pivot tables provide easier methods of summarising date and time data.

- 1. Insert > Create pivot table
- 2. Rows = Date ; Values = Date
- 3. Right-click on any date > Create pivot date group > Select frequency

## **Conditional formatting**

Enables the formatting of cells so that their appearance changes dynamically in response to the value they hold, or to values in other cells.

Select a cell range > Format > Conditional formatting > Select the condition for the formatting > Select the formatting style > Select Done







