

## Copilot

Certainly! In **Microsoft Access**, you can manipulate text using various string functions. Here are some common operations and the corresponding functions:

### 1. Return characters from the beginning of a string:

- Use the `Left` function.
- Example: `=Left([SerialNumber], 2)` returns the first two characters of a serial number (e.g., "CD" from "CD234").

### 2. Return characters from the end of a string:

- Use the `Right` function.
- Example: `=Right([SerialNumber], 3)` returns the last three characters (e.g., "234" from "CD234").

### 3. Find the position of a character in a string:

- Use the `InStr` function.
- Example: `=InStr(1, [FirstName], "i")` finds the position of the letter "i" in the first name (e.g., 4 for "Colin").

### 4. Return characters from the middle of a string:

- Use the `Mid` function.
- Example: `=Mid([SerialNumber], 2, 2)` extracts characters starting from the second position (e.g., "D2" from "CD234").

### 5. Trim leading or trailing spaces from a string:

- Use `LTrim`, `RTrim`, or `Trim` functions.
- Example: `=Trim([FirstName])` removes spaces around "Colin" to yield "Colin".

### 6. Join two strings together:

- Use the plus sign (+) operator.
- Example: `= [FirstName] + [LastName]` combines "Colin" and "Wilcox" into "ColinWilcox".

### 7. Join two strings with a space in between:

- Use the plus sign (+) operator.
- Example: `= [FirstName] + " " + [LastName]` results in "Colin Wilcox".

### 8. Change the case of a string:

- Use `UCase` (for uppercase) or `LCase` (for lowercase) functions.
- Example: `=UCase([FirstName])` converts "Colin" to "COLIN".

### 9. Determine the length of a string:

- Use the `Len` function.
- Example: `=Len([FirstName])` returns the length (e.g., 5 for "Colin").

Remember, the ampersand operator (&) can also be used for concatenation in a desktop database. For more functions, explore the Expression Builder in Access. If you have further questions, feel free to ask! 😊.

To access the Expression Builder:

1. Open a desktop database (.accdb).
2. Press F11 to open the Navigation Pane (if not already open).
3. Right-click an available form in the Navigation Pane and click “Layout View.”
4. If you don’t have a form, click “Create” > “Form.” .