

Excel- Assignment - 2

II Text Functions , Poste special

1) How does the Concatenate Function work, and can you give an example?

The Concatenate Function in Excel is used to join or combine text from two or more cells into a single cell.

Syntax:

=Concat (text 1, text 2, ---)

Key Points:

- Joining text, numbers or symbols.
- Useful for creating full names, addresses or codes.
- In Excel 2016 and later, you can use =CONCAT(A1, " ", B1) instead.

Example:

suppose A1 = "DEVENDRA"

B1 = "GOWD"

Formula: =concatenate (A1, B1)

Result: • DEVENDRAGOWD

with space in between:

Formula: =concatenate (A1, " ", B1)

Result: DEVENDRA GOWD

2) How what is the difference between the LEFT, RIGHT And MID Functions?

LEFT, RIGHT and MID are text functions to give used to extract specific characters from a text string. They differ in where they extract the text from and how many characters they return.

#LEFT Function:

Extracts characters from the start (left side) of a text.

Syntax:

=LEFT(text, num-chars)

Example:

A1 = DEVENDRA

Formula: =LEFT(A1, 4)

Result: "DEVE"

#Right Function:

Extracts characters from the end (right side) of a text.

Syntax:

=RIGHT(text, num-chars)

Example:

A1 = DEVENDRA

Formula: =RIGHT(A1, 3)

Result: "DRA"

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* MID Function :-

Extracts characters from the middle of the text, starting at any position.

Syntax :-

=MID (text, start-num, num-chars)

Example :-

A1 = "Devendra"

Formula :- =MID(A1, 3, 4)

Result :- "vend"

3) How would you use the TRIM Function to clean up text in a cell?

The TRIM Function in Excel is used to remove extra spaces from text in a cell, leaving only single spaces between words. This is useful when data is copied from other sources and has extra spaces.

Syntax :-

=TRIM (Text)

Text → The cell or text you want to clean.

Steps to use TRIM :-

→ select the where you want to cleaned text to appear.

→ Type the formula:

=Trim(A1)

→ Press enter

→ Excel removes all extra spaces, keeping only single spaces between words.

Example:

→ A1 = "Devendra gowd"

→ Formula = Trim(A1)

→ Result = "Devendra gowd"

4) Explain the use of the UPPER, LOWER and PROPER Functions.

These Functions are used to change the text in Excel

→ UPPER Function:

• Converts all letters in a text to capital Letters.

Syntax:

=UPPER(text)

Example:

A1 = 'Devendra'

Formula = UPPER(A1)

Result = 'DEVENDRA'

⇒ Lower Function:

convert all the letters in a text to small letters.

syntax:

=Lower(text)

Example:

A1 = "Devendra"

Formula: =Lower(A1)

Result: "devendra"

⇒ Proper Function:

capitalizes the first letter of each word and makes all other letters small.

syntax:

=Proper(text)

Example:

A1 = "devendra"

Formula: =Proper(A1)

Result: "Devendra"

5) How does the 'Find' Function differ from the SEARCH Function?

Both 'Find' and 'Search' Functions are used to locate the position of a character or text in a cell but they work slightly differently.

⇒ FIND Function:

- Case-sensitive: It distinguishes between uppercase and lowercase letters.
- Cannot use wild cards (like * or ?).
- Syntax:

=find (find_text, within_text, [start_num])

Example:

A1 = 'Devendra'

=find ("d", A1)

Result: 7

⇒ Search Function:

- Not case-sensitive: It ignores uppercase/lowercase letters.
- Can use wild cards (* or ?).

Syntax:

=search (find_text, withintext, [start_num])

Example:

A1 = 'Devendra'

=search ("d", A1)

Result: 1

b) what does the REPLACE function do, and how would you use it?

The REPLACE function in Excel is used to replace part of the text in a cell with new text. It is useful when you want to correct or update a position of a string.

Syntax:

=REPLACE (old-text, start-num, num-chars, new-text)

- old-text :- The original text or cell reference.
- start-text num :- The position in the text where you want to start replacing.
- num-chars :- The number characters to replace.
- new-text :- The new text you want to insert.

Example:

• A1 = "Devendra"

Formula:

=replace (A1, 4, 3, "man")

Result: "Devmanra"

7) Can you explain how to use the Paste Special, and when would you use the Transpose feature to transpose data?
The Paste Special \Rightarrow Transpose feature in Excel is used to switch rows into columns or columns into rows without retyping the data.

Steps to Transpose Data:

- \Rightarrow select the data you want to transpose.
 - Example: A1:C2 (2 rows X 3 columns)
- \Rightarrow copy the data
 - Right-click \rightarrow copy or Press $Ctrl + C$
- \Rightarrow select the cell where you want the transposed data to appear.
- \Rightarrow Right click \rightarrow Paste Special \rightarrow check the Transpose box \rightarrow click OK.
- \Rightarrow Excel will switch rows to columns or columns to rows.

Example:

original data (A1:C2):

Name

Age

city

Deva

23

Bangalore

After Transpose (paste special \Rightarrow Transpose):

ial, o
SPase
ta?
used
us

	A	B
1	Name	Deva
2	Age	23
3	city	Bangalore

8) what are the different options available in Paste special, and when would you use them?

The Paste special feature in Excel allows you to paste parts of copied data in different ways instead of pasting everything.

Common Paste special options:-

⇒ ALL

- Paste everything: values, formulas, formatting, and comments.

- use: when you want an exact copy of the data.

⇒ Formulas

- Pastes all the formulas, not the formatting.

- use: when you want the calculation only in another cell.

⇒ values

- Pastes only one calculated values, not the formulas.

- use: when you want to remove formulas but keep results.

⇒ Transpose

- switches rows to columns or columns to rows.

• use: when you want to change layout of data.

⇒ Formats:

- Paste only the Formatting
- use: when you want another cell to look the same without changing data.

⇒ Comments/Notes:

- Pastes only the Comments attached to the cell
- use: when sharing or copying feedback without changing data.

⇒ validation:

- Pastes only validation data (like dropdown lists).
- use: when you want to apply the same input rules to other cells.

⇒ column widths

- Pastes the width of columns along with data.
- use: when Formatting consistency is needed.

9) How do you Copy and Paste only the values from a formula into another cell?

Sometimes we want to keep the results of a formula but remove the formula itself. We can do this using Paste special → values.

steps:

→ select

→ copy

→ select

→ paste

→

→

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steps:-

- select the cell with the formula you want to copy.
- copy the cells
 - Right click → copy or press $\text{ctrl} + c$
- select the destination cells where you want to paste the value.
- Right value →
- Right click → Paste special → values → click OK.
- The result of the formula is Pasted, and the formula is removed.

Example:-

$$A1 = 10, B1 = 20$$

$$C1 = A1 + B1 \rightarrow \text{shows } 30$$

$$\text{copy } C1 \rightarrow \text{paste special} \rightarrow \text{value in } D1 \rightarrow D1 = 30$$

- 10) Describe a scenario where you would use the Paste Special Feature.

Imagine you are preparing a sales report. you have a table of sales data with formulas to calculate Totals, discounts and taxes, Now, you want to share the report with you managers without showing the formulas, only the final numbers.

⇒ Pasting only values

you prepared a salary sheet where totals are calculated using formulas. Before sharing it with management, you want to show only the final year salary values, not the formulas.

Use:

- copy the cells
- Paste Special → values

⇒ Transposing Rows and columns

you have months listed in rows, but your report requires months to be shown in columns.

Use:

- copy the data
- Paste Special → Transpose.

⇒ copying only Formatting:

You created a well-formatted table and want the same design for another dataset.

Use:

- copy formatted cells
- Paste Special → Formats

⇒ copying only formulas:

you want to apply the same calculation logic to another dataset without changing the formatting.

uses:

- Paste Special → Formulas.

⇒ Applying Data Validation Rules:

you created a dropdown list using data validation and want the same rule in other cells.

use:

- Paste Special → validation