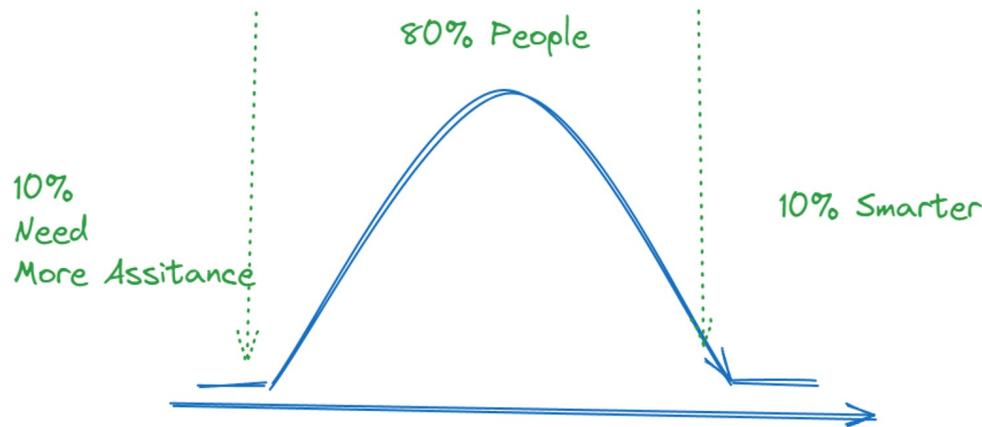


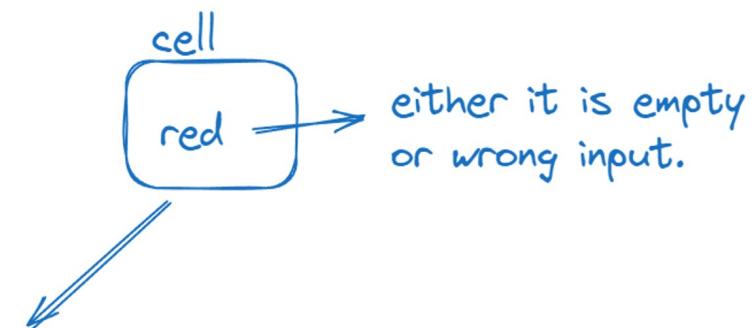
Text Manipulation & Conditional Formatting

25 July 2024 21:07

Text Manipulation & Conditional Formatting



Conditional Formatting:

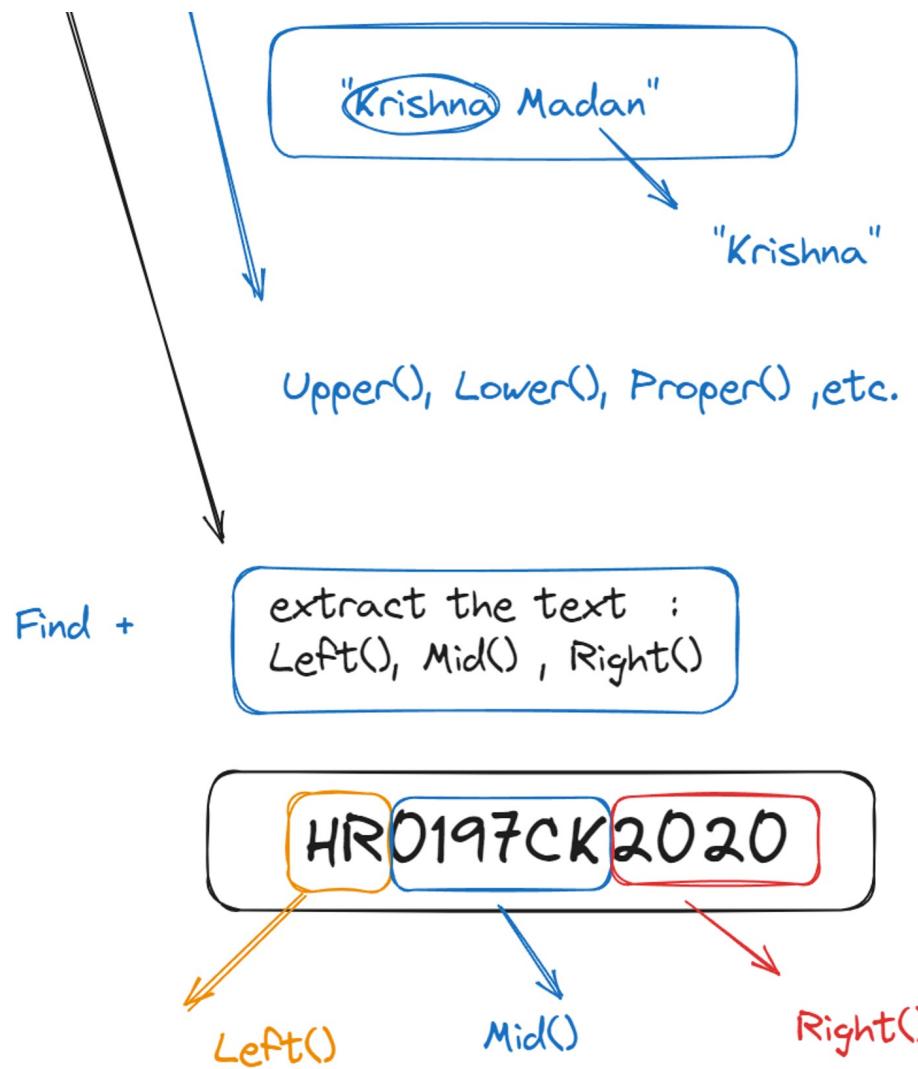


Green Color - If background is changed to green Color - Right Answer.

Text Manipulation:

Substring - a part of a string

"Krishna Mardon"



Case :

1. Lower() : to convert the text to lowercase.
2. Upper() : to convert the text to uppercase.
3. Proper() : to convert the text to capitalize.

2 | fx =UPPER(A2)

A	B	C	D
Names	Lower Case	Upper Case	Proper Case
RAVI	=LOWER(A2)	=UPPER(A2)	=PROPER(A2)
SHIVA	=LOWER(A3)	=UPPER(A3)	=PROPER(A3)

A	B
Names	Lower Case
RAVI	ravi
SHIVA	shiva
MOHIT	mohit
RUPA	rupa
DEEPA	deepa
RAVI	ravi
SHARMIN	sharmin
BABU	babu
JALAL	jalal
RAVI	ravi
MAYANK	mayank
RAHUL	rahul
SUNIL	sunil
MEHAK	mehak
SAKSHI	sakshi
SAMEER	sameer
VIRENDER	virender
ROHIT	rohit
RAVI	ravi
DEEPAK	deepak

RAVI	=LOWER(A2)	=UPPER(A2)	=PROPER(A2)	ROHIT	rohit
SHIVA	=LOWER(A3)	=UPPER(A3)	=PROPER(A3)	DEEPAK	deepak

Names	Lower Case	Upper Case	Proper Case
RAVI	ravi	RAVI	Ravi
SHIVA	shiva	SHIVA	Shiva
MOHIT	mohit	MOHIT	Mohit

In order to extract characters from a text based on some direction.

1. LEFT Function:

The LEFT function returns a specified number of characters from the beginning (left side) of a text string.

Syntax:

=LEFT(text, num_chars)

B11 ▾ | fx =LEFT(A2,3)

A	B
Product Codes	Letters
KPO232765	KPO
JPR187634	JPR
UTW129876	UTW
JPW187549	JPW
MPW187634	MPW
JAW167345	JAW
MQO183452	MQO
YRP923654	YRP
YUQ287543	YUQ
EPU173652	EPU

"Abcd Efgh"
proper() case

=PROPER(LEFT(A2,3))
outer inner function - KPO
Proper(KPO) - Kpo

3. RIGHT Function:

3. RIGHT Function:

The RIGHT function extracts a specified number of characters from the end (right side) of a text string.

Syntax:

```
=RIGHT(text, num_chars)
```

- **text**: The text string from which to extract characters.
- **num_chars**: The number of characters to extract from the end of the text.

`=RIGHT(A2, 6)`

A	c
Product Codes	Numbers
KPO232765	232765
JPR187634	187634
UTW129876	129876
JPW187549	187549
MPW187634	187634
JAW167345	167345
MQO183452	183452
YRP923654	923654
YUQ287543	287543
EPU173652	173652

Finding the characters or digit from the right side of the text.

2. MID Function:

The MID function extracts a specified number of characters from a text string, starting at a specified position.

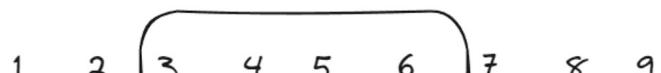
Syntax:

```
=MID(text, start, num_chars)
```

- **text**: The text string from which to extract characters.
- **start**: The position in the text from which to start extraction.
- **num_chars**: The number of characters to extract.

`=MID(A2, 3, 4)`

A	D
Product Codes	Middle (3 to 6th Char)
KPO232765	O232
JPR187634	R187



KPO232765	O232
JPR187634	R187
UTW129876	W129
JPW187549	W187
MPW187634	W187
JAW167345	W167
MQO183452	O183
YRP923654	P923
YUQ287543	Q287
EPU173652	U173

1 2 3 4 5 6 7 8 9
KP O232 765

Total number to characters to be fetched is 4/

MID(A2,3,4)

text

starting position

No. of character to be fetched.

A	B	C	D
Product Codes	Letters	Numbers	Middle (3 to 6th Char)
KPO232765	=LEFT(A2,3)	=RIGHT(A2,6)	=MID(A2,3,4)
JPR187634	=LEFT(A3,3)	=RIGHT(A3,6)	=MID(A3,3,4)
UTW129876	=LEFT(A4,3)	=RIGHT(A4,6)	=MID(A4,3,4)
JPW187549	=LEFT(A5,3)	=RIGHT(A5,6)	=MID(A5,3,4)
MPW187634	=LEFT(A6,3)	=RIGHT(A6,6)	=MID(A6,3,4)
JAW167345	=LEFT(A7,3)	=RIGHT(A7,6)	=MID(A7,3,4)
MQO183452	=LEFT(A8,3)	=RIGHT(A8,6)	=MID(A8,3,4)
YRP923654	=LEFT(A9,3)	=RIGHT(A9,6)	=MID(A9,3,4)
YUQ287543	=LEFT(A10,3)	=RIGHT(A10,6)	=MID(A10,3,4)
EPU173652	=LEFT(A11,3)	=RIGHT(A11,6)	=MID(A11,3,4)

Aman Singh

1 2 3 4 5 6 7 8 9 10

Mid(text , 6 , 7) --> Singh