Assignment-2
Text function & Paste Special.

1. CONCATENATE function.

- It join two or more text strings into one cell.
- Formula: = CONCATENATE (A1," ", B1) or
  = CONCAT (A1," ", B1).
- Example : A1 = "Rahul", B1 = "sharma" →
  Rahul Sharma.

2. LEFT, RIGHT, MID — Difference

1. LEFT: Extracts characters form the start of a text (=LEFT (A1,3)).
2. RIGHT: Extracts characters from the end of a text (= RIGHT (A1, 2)).
3. MID : Extracts characters from the middle (=MID (A1,2,3)).

3. TRIM Function:

1. Removes extra spaces from text
2. keeps only a single space between words.
3. Used to clean text copied from external sources / website.

4. UPPER, LOWER, PROPER

1. UPPER: Converts text to capital letters.
2. LOWER: Converts text to small letters.
3. PROPER: Capitalizes the first letter of each word.

5. FIND Vs SEARCH.

1. 'Find' is case-sensitive; SEARCH is not.

2. FIND does not allow wild cards; SEARCH supports wildcards.

3. Both return the position of a character or word in text.

6. REPLACE Function.

1. Replaces part of a text with new text.

2. Formula: $= REPLACE(text, start, length, new\_text)$.

3. Used for editing codes, IDs, or updating year numbers.

7. Paste Special – Transpose.

1. Converts rows to columns or columns to rows.

2. Steps: Copy → Paste Special → Transpose.

3. Useful to change data layout for reports.

8. Paste Special options

1. Values, formulas, formats, and Transpose are common options.

2. They control what part of data is pasted (not everything).

3. Used to paste only what is needed, not the entire formatting.

9. Copy & paste only values.

1. Copy the cell will formula → Right-click
   → Paste Special

2. Choose values to paste results only,

3. Removes formulas and keeps final
   output.

10. Scenario to use Paste special.

   • When you need only values, not
     formulas (e.g., final mark
                             list).

   • To transfer only formatting without
     data changes.

   • To transpose data for better presentation
     in reports.