

WEEK 1 — TEXT FUNCTIONS



The focus this week was on using Excel functions to manipulate and clean text data. We looked at a lot of different functions. This handy quick reference guide includes all functions we looked at, useful keyboard shortcuts and some other functions worth investigating.

TEXT FUNCTIONS AND OPERATORS		
CONCATENATE(text1, text2,)	Joins two or more text strings into one string	
& e.g. =A!&A2&A3	Joins two or more text strings into one string	
CONCAT(text1, [text2],)	Combines the text from multiple ranges and/or strings	
TEXTJOIN (delimiter, ignore_empty, text1, [text2],)	Combines text from multiple ranges and/or strings, and includes the option to specify a delimiter	
LEFT(text, num_chars)	Returns a specified number of characters from the left of a text string.	
RIGHT(text, num_chars)	Returns a specified number of characters from the right of a text string.	
MID(text, start_num, num_chars)	Returns a specified number of characters from the middle of a text string.	
FIND(find_text, within_text, [start_num], [NotFound])	Returns the starting position of one text string within another text string, (is case sensitive)	
LEN(text)	Returns the number of characters in a text string	
UPPER(text), LOWER(text), PROPER(text)	Change case to uppercase, lowercase and proper case	
CLEAN(text)	Removes the first 32 nonprinting characters in the 7-bit ASCII code	
TRIM(text)	Removes all spaces from text except for single spaces between words	
SUBSTITUTE (text, old_text, new_text, [instance_num])	Substitutes new_text for old_text in a text string (is case sensitive)	

FORMULA TIPS

- Start with =
- Function name always followed by bracket
- Close all brackets
- Comma separate arguments
- Text goes in "quotes"
- Nest multiple functions

=UPPER(CONCAT("Hi ", B2))

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Ctrl+C	₩+C	Сору	
Ctrl+V	₩+٧	Paste	
Ctrl+S	₩+S	Save	
Ctrl+Z	₩+Z	Undo	
Ctrl+Y	₩+Y	Redo	
Ctrl+N	₩+N	New	
Ctrl+O	#+0	Open	

SHORTCUTS

BONUS CONTENT

SEARCH - returns the location of one text string inside another. Unlike FIND, SEARCH allows wildcards, and is not case-sensitive. Syntax: =SEARCH (find text, within text, [start num])

REPLACE - replaces part of a text string, based on the number of characters you specify, with a different text string. Syntax: =REPLACE(old_text, start_num, num_chars, new_text)

You may also want to investigate: CODE, UNICODE, CHAR and UNICHAR



Text to Columns

You can take the text in one or more cells, and split it into multiple cells using the Convert Text to Columns Wizard