

TEXT FUNCTIONS PRACTICE - COMPLETE SOLUTIONS (20 QUESTIONS)

Emp Code	First Name	Last Name	City	Phone	Full Name
EMP001	John	Doe	Mumbai	9876543210	John Doe
EMP002	Priya	Sharma	Delhi	9123456789	Priya Sharma
EMP003	Amit	Kumar	Bangalore	9988776655	Amit Kumar

1. =LEFT(E2,4) → 9876
2. =RIGHT(A2,3) → 001
3. =LEFT(B2,3) → Joh
4. =RIGHT(C2,2) → oe
5. =MID(E2,3,4) → 7654
6. =MID(F2,1,FIND(' ',F2)-1) → John
7. =LEN(F2) → 8
8. =LEN(E2) → 10
9. =TRIM(I2) → aMit KUMAR
10. =UPPER(D2) → MUMBAI
11. =LOWER(B2) → john
12. =PROPER(I2) → Amit Kumar
13. =CONCAT(B2,' ',C2) → John Doe
14. =TEXTJOIN(' ',TRUE,B2,C2,D2) → John Doe Mumbai
15. =TEXT(G2,'■ ##,##0') → ■ 75,000
16. =TEXT(H2,'DD-MMM-YYYY') → 15-Jan-2023
17. =TEXT(H2,'MMMM YYYY') → January 2023
18. =TEXT(H2,'YYYY') → 2023
19. =CONCAT(LOWER(B2),' ',LOWER(C2),'@gmail.com') → john.doe@gmail.com
20. =CONCAT(A2,'-',LEFT(D2,3)) → EMP001-Mum

BONUS TIPS & FORMULA NOTES

- Use & instead of CONCAT() for older Excel versions.
- TEXTJOIN requires Excel 2016+ or Office 365.
- FIND(' ',F2) locates the space to extract First Name.
- TRIM removes extra spaces before/after text.
- PROPER capitalizes each word → ideal for names.
- Always format date cells properly for TEXT() to work.