

STRING FUNCTIONS - LEFT / RIGHT / MID / FIND / PROPER / CONCATENATE

LEFT

WHAT DOES IT DO?

- This function displays a specified number of characters from the left hand side of a piece of text

SYNTAX

- =LEFT(OriginalText,NumberOfCharactersRequired)

EXAMPLE

	C	D	E	F	G
	Text	Number Of Characters Required	Left String		
3					
4	Shweta	1	S	=LEFT(C4,D4)	
5	Shweta	2	Sh	=LEFT(C5,D5)	
6	Shweta	3	Shw	=LEFT(C6,D6)	
7	Shweta	6	Shweta	=LEFT(C7,D7)	
8	KKR345	4	KKR3	=LEFT(C8,D8)	

RIGHT

WHAT DOES IT DO?

- This function displays a specified number of characters from the right hand side of a piece of text

SYNTAX

- =RIGHT(OriginalText,NumberOfCharactersRequired)

EXAMPLE

	C	D	E	F	G
	Text	Number Of Characters Required	Left String		
3					
4	Shweta	1	a	=RIGHT(C4,D4)	
5	Shweta	2	ta	=RIGHT(C5,D5)	
6	Shweta	3	eta	=RIGHT(C6,D6)	
7	Shweta	6	Shweta	=RIGHT(C7,D7)	
8	KKR345	4	R345	=RIGHT(C8,D8)	

MID

WHAT DOES IT DO?

- This function picks out a piece of text from the middle of a text entry
- The function needs to know at what point it should start, and how many characters to pick

SYNTAX

- =MID(OriginalText,PositionToStartPicking,NumberOfCharactersToPick)

EXAMPLE

	C	D	E	F	G	H
	Text	Start Position	How Many Characters	Mid String		
3						
4	ABCDEDF	1	3	ABC	=MID(C4,D4,E4)	
5	ABCDEDF	2	3	BCD	=MID(C5,D5,E5)	
6	ABCDEDF	5	2	ED	=MID(C6,D6,E6)	

FIND

WHAT DOES IT DO?

- This function looks for a specified letter inside another piece of text
- When the letter is found the position is shown as a number

SYNTAX

- =FIND(LetterToLookFor,TextToLookInside,StartPosition)

EXAMPLE

	C	D	E	F
	Text	Letter To Find	Position Of Letter	
3				
4	Rameez	e	4	=FIND(D4,C4)
5	Rameez	m	3	=FIND(D5,C5)
6	Rameez	z	6	=FIND(D6,C6)
7	D Costa	a	7	=FIND(D7,C7)
8	D Costa	a	7	=FIND(D8,C8,6)
9	D Costa	T	#VALUE!	=FIND(D9,C9)

PROPER

WHAT DOES IT DO?

- Converts the first letter of each word to uppercase, and all subsequent letters are converted to lower case

SYNTAX

- =PROPER(TextToConvert)

EXAMPLE

	C	D	E	F
	Original Text	Proper		
3				
4	kabir	Kabir	=PROPER(C4)	
5	abhishek	Abhishek	=PROPER(C5)	
6	mohan	Mohan	=PROPER(C6)	
7	radcliff jones	Radcliff Jones	=PROPER(C7)	
8	shambu	Shambu	=PROPER(C8)	

CONCATENATE

WHAT DOES IT DO?

- This function joins separate pieces of text into one item

SYNTAX

- =CONCATENATE(Text1,Text2,Text3...Text30)

EXAMPLE

	C	D	E	F	G
3	Name 1	Name 2	Concatenated Text		
4	Shweta	Pant	ShwetaPant	=CONCATENATE(C4,D4)	
5	Go	Getter	GoGetter	=CONCATENATE(C5,D5)	
6	Abhishek	Mohan	AbhishekMohan	=CONCATENATE(C6,D6)	
7	Brown	Smith	Brown Smith	=CONCATENATE(C7," ",D7)	
8	Kirti	Ghosh	Ghosh, Kirti	=CONCATENATE(D8," ",C8)	
9	Prit	Pal	Pal, Prit	=CONCATENATE(D9," ",C9)	