Based on your request for documentation on Excel text functions, here is a guide to some of the most common and useful functions for manipulating text strings.

1. LEFT

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

- **Syntax:** =LEFT(text, [num_chars])
  - text: The text string you want to extract from. This can be a cell reference or a text value in quotation marks.
  - [num_chars]: (Optional) The number of characters you want to extract. If omitted, it defaults to 1.
- **Example:** If cell A1 contains "Apple Pie", the formula =LEFT(A1, 5) would return "Apple".

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2. RIGHT

The RIGHT function works similarly to LEFT, but it extracts a specified number of characters from the **end** (right side) of a text string.

- **Syntax:** =RIGHT(text, [num_chars])
  - text: The text string to extract from.
  - [num_chars]: (Optional) The number of characters to extract from the right. It defaults to 1 if omitted.
- **Example:** If cell A1 contains "Apple Pie", the formula =RIGHT(A1, 3) would return "Pie".

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3. MID

The MID function extracts a specific number of characters from the **middle** of a text string, starting at a position you specify.

- **Syntax:** =MID(text, start_num, num_chars)
  - text: The text string to extract from.
  - start_num: The position of the first character you want to extract. The first character in the text string is at position 1.
  - num_chars: The number of characters you want the MID function to extract.
- **Example:** If cell A1 contains "Apple Pie", the formula =MID(A1, 7, 3) would return "Pie". The function starts at the 7th character (the 'P' in 'Pie') and takes the next 3 characters.

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4. TRIM

The TRIM function is a crucial tool for data cleaning. It **removes extra spaces** from a text

string, including leading and trailing spaces, and leaves only a single space between words.

- **Syntax:** =TRIM(text)
  - text: The text string you want to clean up.
- **Example:** If cell A1 contains " Hello World " (with extra spaces), the formula =TRIM(A1) would return "Hello World".

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5. UPPER, LOWER, and PROPER

These functions are used to change the case of text.

- **UPPER:** Converts all letters in a text string to **uppercase**.
  - **Syntax:** =UPPER(text)
  - **Example:** =UPPER("hello world") returns "HELLO WORLD".
- **LOWER:** Converts all letters in a text string to **lowercase**.
  - **Syntax:** =LOWER(text)
  - **Example:** =LOWER("HELLO WORLD") returns "hello world".
- **PROPER:** Capitalizes the first letter of each word and converts the rest to lowercase. This is often called "proper case" or "title case."
  - **Syntax:** =PROPER(text)
  - **Example:** =PROPER("hello world") returns "Hello World".

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6. CONCAT and CONCATENATE

These functions join multiple text strings into one. CONCAT is a newer, more efficient version of the older CONCATENATE function. You can also use the ampersand (&) operator for a simple way to combine text.

- **CONCAT:**
  - **Syntax:** =CONCAT(text1, [text2], ...)
  - **Example:** =CONCAT(A1, " ", B1) would join the text in A1 and B1 with a space in between.
- **& (Ampersand Operator):** This is a simple and common way to concatenate text.
  - **Syntax:** =text1 & text2
  - **Example:** =A1 & " " & B1 achieves the same result as the CONCAT example above.

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7. SUBSTITUTE

The SUBSTITUTE function replaces one or more instances of a specific text string with a new text string. It is case-sensitive.

- **Syntax:** =SUBSTITUTE(text, old_text, new_text, [instance_num])

    - text: The original text string.
    - old_text: The text you want to replace.
    - new_text: The text you want to replace with.
    - [instance_num]: (Optional) The specific instance of old_text you want to replace. If omitted, all instances are replaced.
- **Example:** If cell A1 contains "123-456-7890", the formula =SUBSTITUTE(A1, "-", "") would return "1234567890" by removing all hyphens.

The following video provides an introduction to some of the text functions mentioned here, specifically LEFT, RIGHT, MID, and LEN.

How to Use the LEFT & RIGHT Functions to Extract Text in Microsoft Excel - YouTube

The formula `=MID(B26,8,LEN(B26))` extracts all characters from cell B26 starting from the 8th position. This is a common method for removing a fixed number of characters from the beginning of a text string.

Concept Explanation

The formula combines two built-in Excel text functions: `MID` and `LEN`.

- **`MID` Function:** This function is designed to extract a substring from the middle of a text string. Its syntax is `=MID(text, start_num, num_chars)`.
    - `text`: The cell containing the original text (in this case, `B26`).
    - `start_num`: The starting position for the extraction. Here, `8` means the function will start extracting from the eighth character.
    - `num_chars`: The number of characters to extract from the starting position.
- **`LEN` Function:** This function returns the total number of characters in a text string. Its syntax is `=LEN(text)`.
    - `text`: The cell containing the text string (`B26`).

By nesting `LEN(B26)` inside the `MID` function's `num_chars` argument, the formula effectively tells Excel to "extract all characters from the 8th position to the very end of the text string."

Example

Let's use a practical example to show how this works.

Suppose cell **B26** contains the following text: `Invoice: 123456789`

The formula `=MID(B26,8,LEN(B26))` will perform the following steps:

1. **`LEN(B26)`**: First, Excel calculates the length of the text in B26. The length of "Invoice: 123456789" is **19** characters (including the space).
2. **`MID(B26, 8, 19)`**: The formula now becomes `=MID("Invoice: 123456789", 8, 19)`.
3. **Extraction**: The `MID` function starts at the 8th character, which is the "1" in "123456789". It then extracts the next 19 characters. Since the string only has 12 characters left after the 8th position, it simply extracts all of them.

The final result of the formula will be `123456789`. This technique is commonly used to remove a consistent prefix from a set of data, such as a label, code, or identifier.