



Excel

Text and Information functions

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Text functions

Text: set of alphanumeric characters inserted in a cell, and that is not automatically recognised as:

- formula
- number
- date
- time
- Other type of numerical value

Values recognised as text:

- Names
- Words
- Labels
- Values started with apostrophe (')
- Values in cells formatted as text

Examples;

- Convert text and numerical values and vice-versa
- Text editing (formatting, character deletion)
- Search and/or extract expressions

VALUE | TEXT | DOLLAR

VALUE: convert texto into number

A1	:	X	✓	<i>fx</i>	=VALUE("1234")
	A	B	C	D	E
1	1234				

TEXT: convert number into texto according to the specified format

A1				✕		✓		fx		=TEXT(0,015;"##,##%")	
	A	B	C	D	E	F					
1	1,5%										

DOLLAR: convert number into currency with the defined quantity of decimal places

A1		✕ ✓ <i>fx</i>		="The balance is "&DOLLAR(1250;2)	
	A	B	C	D	E
1	The balance is 1 250,00 €				

LOWER | UPPER | PROPER

A1						
	A	B	C	D	E	
1	abc					

A1						
	A	B	C	D	E	
1	ABC					

A1						
	A	B	C	D	E	
1	Abc					

TRIM

A1						
	A	B	C	D	E	F
1	once upon a time					

A1						
	A	B	C	D	E	F
1	once u pon a time					

FIND | SEARCH

A2 ✕ ✓ <i>fx</i> =FIND("u";A1)					
	A	B	C	D	
1	Buy bottles				
2	2				

A2 ✕ ✓ <i>fx</i> =SEARCH("u";A1)					
	A	B	C	D	E
1	Buy bottles				
2	2				

FIND: case sensitive

A2 ✕ ✓ <i>fx</i> =FIND("b";A1)					
	A	B	C	D	
1	Buy bottles				
2	5				

A2 ✕ ✓ <i>fx</i> =SEARCH("b";A1)					
	A	B	C	D	E
1	Buy bottles				
2	1				

LEFT | RIGHT | MID

A2					\times	\checkmark	f_x	=LEFT(A1)
	A	B	C	D				
1	Applied Computing							
2	A							

A2					\times	\checkmark	f_x	=RIGHT(A1)
	A	B	C	D				
1	Applied Computing							
2	g							

A2					\times	\checkmark	f_x	=LEFT(A1;5)
	A	B	C	D				
1	Applied Computing							
2	Appli							

A2					\times	\checkmark	f_x	=RIGHT(A1;3)
	A	B	C	D				
1	Applied Computing							
2	ing							

A2					\times	\checkmark	f_x	=MID(A1;3;5)
	A	B	C	D				
1	Applied Computing							
2	plied							

Information functions

Determine and validate the type of cell content and a formula's result

Useful when combined with "IF" to assure that operations are only made when there are no errors

Functions starting with "IS"

A3 ✕ ✓ fx =ISBLANK(A1)				
	A	B	C	D
1				
2	123			
3	TRUE			

A3 ✕ ✓ fx =ISBLANK(A2)				
	A	B	C	D
1				
2	123			
3	FALSE			



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Do conhecimento à prática.