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TEXT MANIPULATION IN EXCEL



The screenshot shows an Excel spreadsheet titled "FUTURE_VISION_COMPUTERS". The main title "FUTURE VISION COMPUTER INSTITUTE" is displayed in a large, bold font at the top. Below it, a section titled "TEXT MANIPULATION FUNCTIONS EXAMPLE" contains a table comparing six functions: TRIM, LEFT, RIGHT, MID, FIND, and LENGTH. The table has columns for the function name and its formula, followed by examples of "BEFORE" and "AFTER" processing. The data is as follows:

	TRIM	LEFT	RIGHT	MID	FIND	LENGTH
"	=TRIM(") "	" =LEFT(") "	" =RIGHT(") "	" =MID(") "	" =FIND(") "	" =LEN(") "
BEFORE	HELLO	HELLO	WORLD	WORLD	WORLD	WORLD
AFTER	HELLO WORLD	HELLO	WORLD	HELLO	7	11
	FUTURE VISION	FUTURE	FUTURE VISION	VISION		

MASTERING TEXT MANIPULATION IN EXCEL: A BEGINNER'S GUIDE

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The screenshot shows an Excel spreadsheet titled "FUTURE_VISION_COMPUTERS". The formula bar at the top displays "=TRIM(A7)". The cell A7 contains the text "HELLO WORLD". The cell B7, where the formula is entered, also contains "HELLO WORLD". The background of the slide features the Future Vision Computer Institute logo.

	TRIM	LEFT	RIGHT	MID	FIND	LENGTH					
"	=TRIM()	"	"	=RIGHT()	"	"	=LEN()	"			
BEFORE	AFTER	BEFORE	AFTER	BEFORE	AFTER	BEFORE	AFTER	BEFORE	AFTER		
HELLO	WORLD	HELLO	WORLD	WORLD	WORLD	HELLO	WORLD	7	HELLO	WORLD	11
		FUTURE	VISION	FUTURE	VISION						

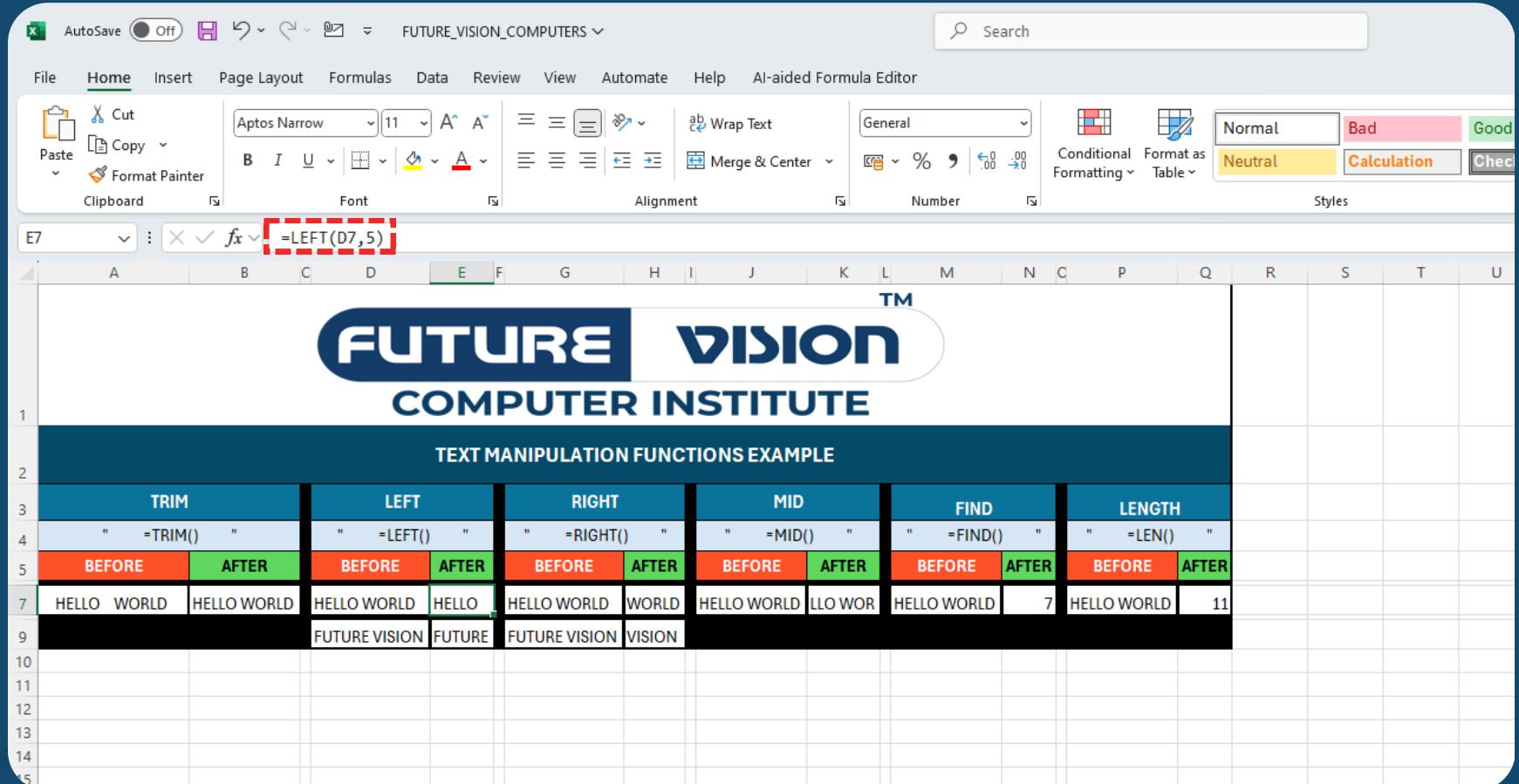
TRIM FUNCTION

**TRIM: THE SPACE ELIMINATOR.
REMOVES LEADING AND TRAILING SPACES FROM TEXT.**

EXAMPLE: BEFORE: " HELLO, WORLD " AFTER: "HELLO, WORLD"

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The screenshot shows an Excel spreadsheet titled "FUTURE_VISION_COMPUTERS". The formula bar at the top has the formula `=LEFT(D7,5)` selected. The main area displays a table comparing text manipulation functions:

TRIM		LEFT		RIGHT		MID		FIND		LENGTH	
BEFORE	AFTER	BEFORE	AFTER	BEFORE	AFTER	BEFORE	AFTER	BEFORE	AFTER	BEFORE	AFTER
"HELLO WORLD"	"HELLO WORLD"	"HELLO WORLD"	"HELLO"	"HELLO WORLD"	"WORLD"	"HELLO WORLD"	"LLO WOR"	"HELLO WORLD"	"7"	"HELLO WORLD"	"11"
		"FUTURE VISION"	"FUTURE"	"FUTURE VISION"	"VISION"						

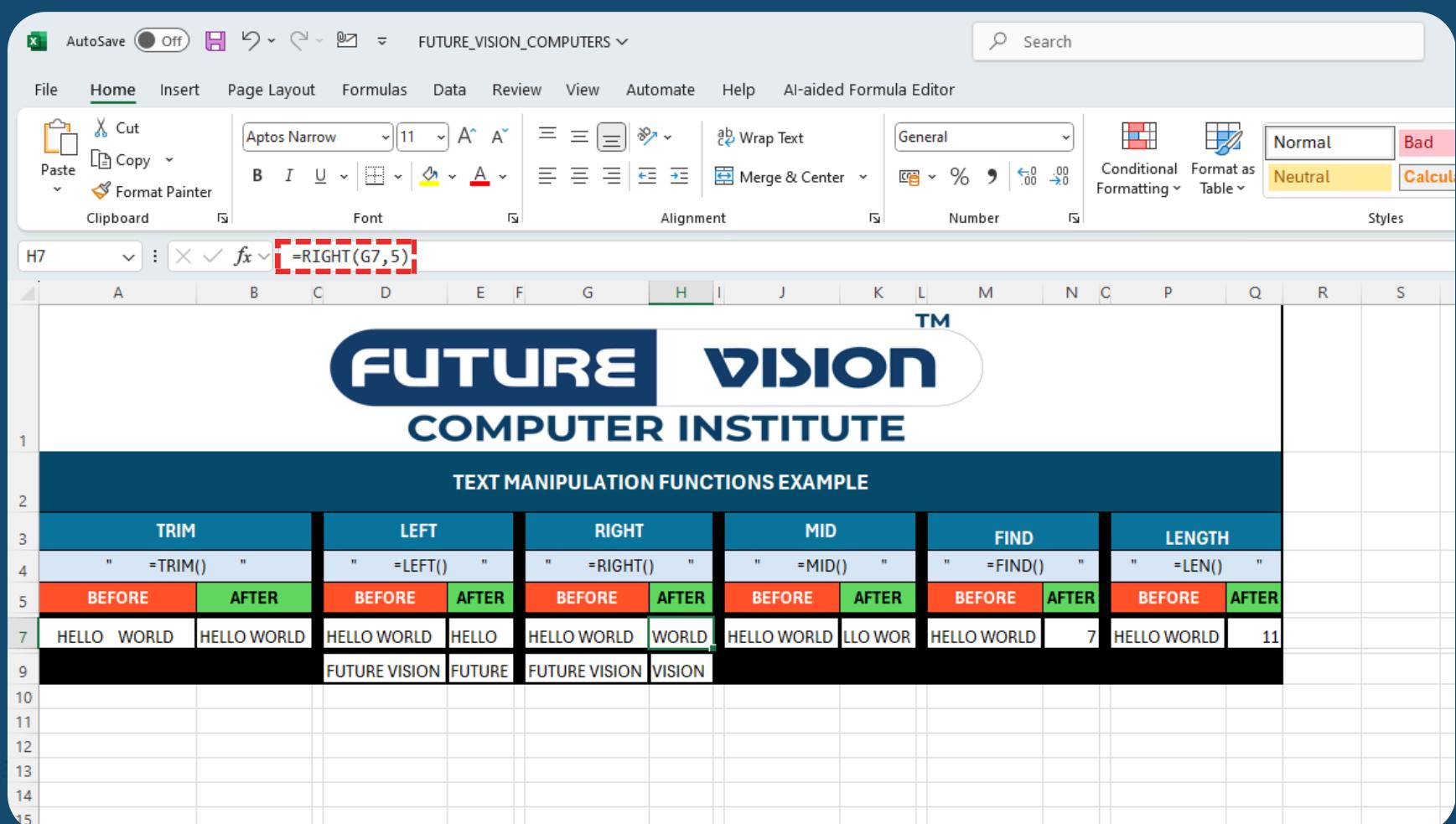
LEFT FUNCTION

LEFT: GRAB THE BEGINNING.
EXTRACTS A SPECIFIED NUMBER OF CHARACTERS FROM THE LEFT SIDE.

EXAMPLE: BEFORE: "HELLO, WORLD" AFTER: "HELLO" (IF EXTRACTING 5 CHARACTERS)

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The screenshot shows an Excel spreadsheet titled "FUTURE_VISION_COMPUTERS". The formula bar displays the formula `=RIGHT(G7,5)`. The spreadsheet contains a title section with the "FUTURE VISION COMPUTER INSTITUTE" logo. Below it is a table titled "TEXT MANIPULATION FUNCTIONS EXAMPLE" with columns for TRIM, LEFT, RIGHT, MID, FIND, and LENGTH. The RIGHT column shows examples where the function extracts characters from the right side of a string. The first row shows the function definitions, and the second row shows the results for the string "HELLO WORLD".

	TRIM	LEFT	RIGHT	MID	FIND	LENGTH
	<code>" =TRIM()</code>	<code>" =LEFT()</code>	<code>" =RIGHT()</code>	<code>" =MID()</code>	<code>" =FIND()</code>	<code>" =LEN()</code>
BEFORE	HELLO	HELLO	HELLO	HELLO	HELLO	HELLO
AFTER	WORLD	WORLD	WORLD	WORLD	WORLD	WORLD
	FUTURE VISION	FUTURE	FUTURE VISION	VISION		

RIGHT FUNCTION

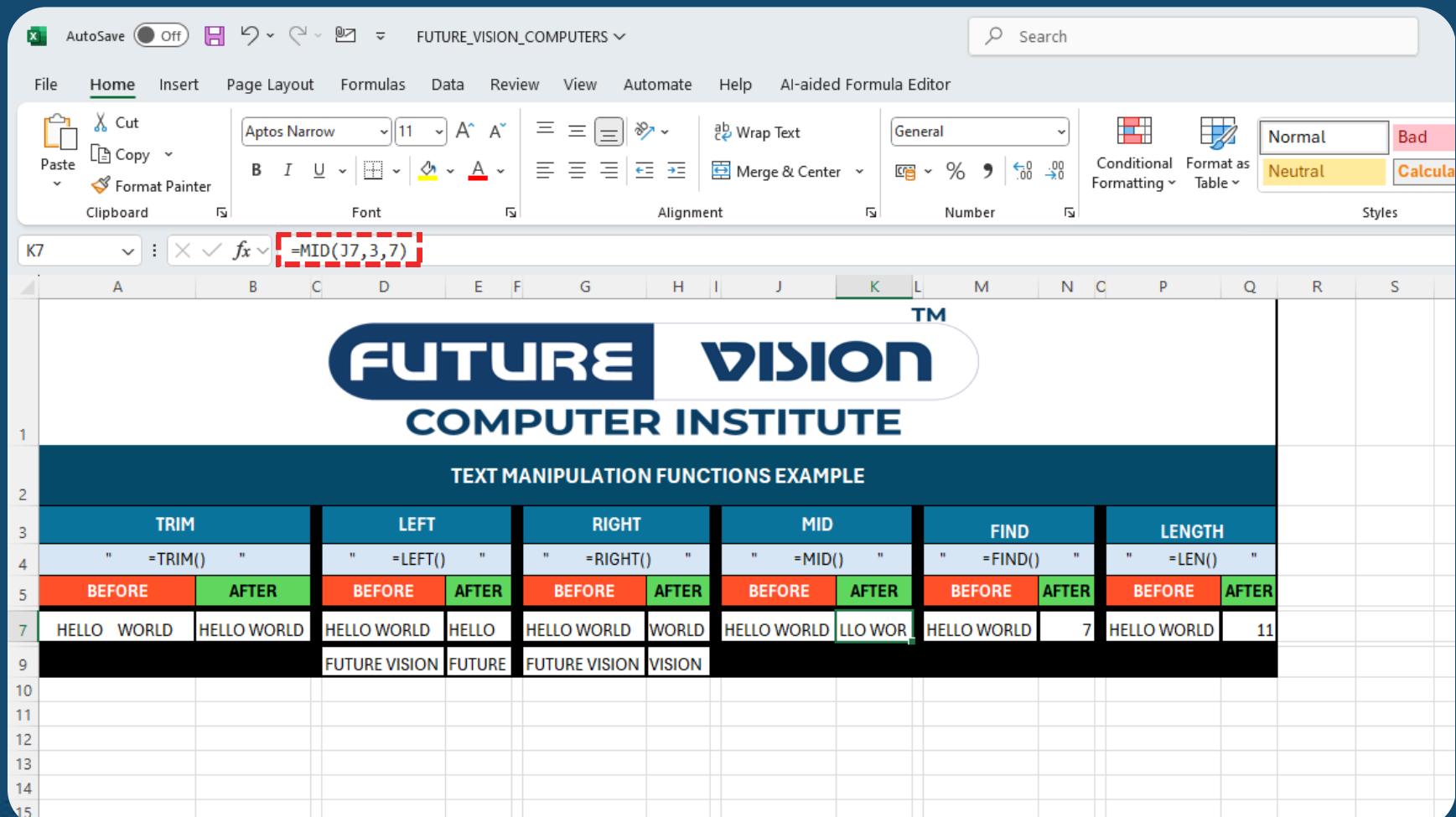
RIGHT: GET THE ENDING
EXTRACTS A SPECIFIED NUMBER OF CHARACTERS FROM THE
RIGHT SIDE.

**EXAMPLE: BEFORE: "HELLO, WORLD" AFTER: "WORLD" (IF
 EXTRACTING 5 CHARACTERS)**

SLIDE 5: MID FUNCTION

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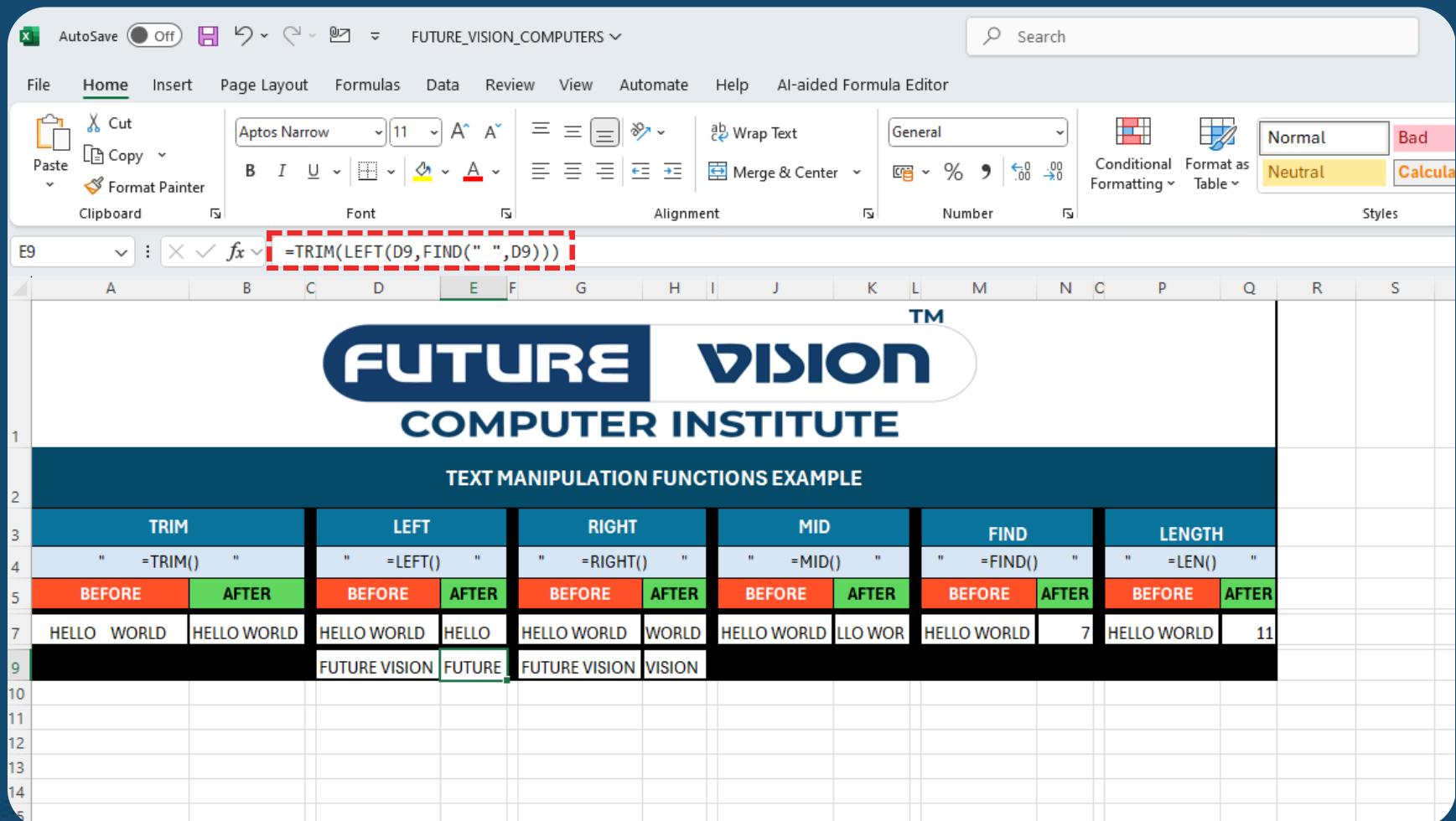
The screenshot shows a Microsoft Excel spreadsheet titled "FUTURE_VISION_COMPUTERS". The formula bar displays the formula `=MID(J7,3,7)`. The spreadsheet contains a section titled "TEXT MANIPULATION FUNCTIONS EXAMPLE" with rows for TRIM, LEFT, RIGHT, MID, FIND, and LENGTH functions. The MID row shows the formula `=MID()` and its application on the string "HELLO WORLD". The output is "LLO WOR", with "BEFORE" being "HELLO" and "AFTER" being "WORLD". The FIND row shows the formula `=FIND()` and its application on the string "HELLO WORLD". The output is the number 7, indicating the position of the first occurrence of "W". The LENGTH row shows the formula `=LEN()` and its application on the string "HELLO WORLD". The output is the number 11, indicating the total length of the string.

MID FUNCTION

MID: FIND THE MIDDLE
EXTRACTS A SPECIFIED NUMBER OF CHARACTERS STARTING AT A GIVEN POSITION.

EXAMPLE: BEFORE: "HELLO, WORLD" AFTER: "WORLD" (IF STARTING AT POSITION 7 AND EXTRACTING 5 CHARACTERS)





The screenshot shows an Excel spreadsheet titled "FUTURE_VISION_COMPUTERS". The formula bar at the top has the formula `=TRIM(LEFT(D9,FIND(" ",D9)))` selected. The main content of the spreadsheet is a table titled "TEXT MANIPULATION FUNCTIONS EXAMPLE". The table has six columns corresponding to the functions: TRIM, LEFT, RIGHT, MID, FIND, and LENGTH. Each column has two rows: "BEFORE" and "AFTER". The "BEFORE" row contains the original text "HELLO WORLD". The "AFTER" row shows the result of applying the function to the "BEFORE" text. For example, the "TRIM" function shows the result "HELLO WORLD" in both rows. The "LEFT" function shows "HELLO" in the "BEFORE" row and "HELLO WOR" in the "AFTER" row. The "RIGHT" function shows "WORLD" in the "BEFORE" row and "LLO WOR" in the "AFTER" row. The "MID" function shows "LLO WOR" in the "BEFORE" row and "HELLO" in the "AFTER" row. The "FIND" function shows "7" in the "BEFORE" row and "HELLO" in the "AFTER" row. The "LENGTH" function shows "11" in the "BEFORE" row and "7" in the "AFTER" row.

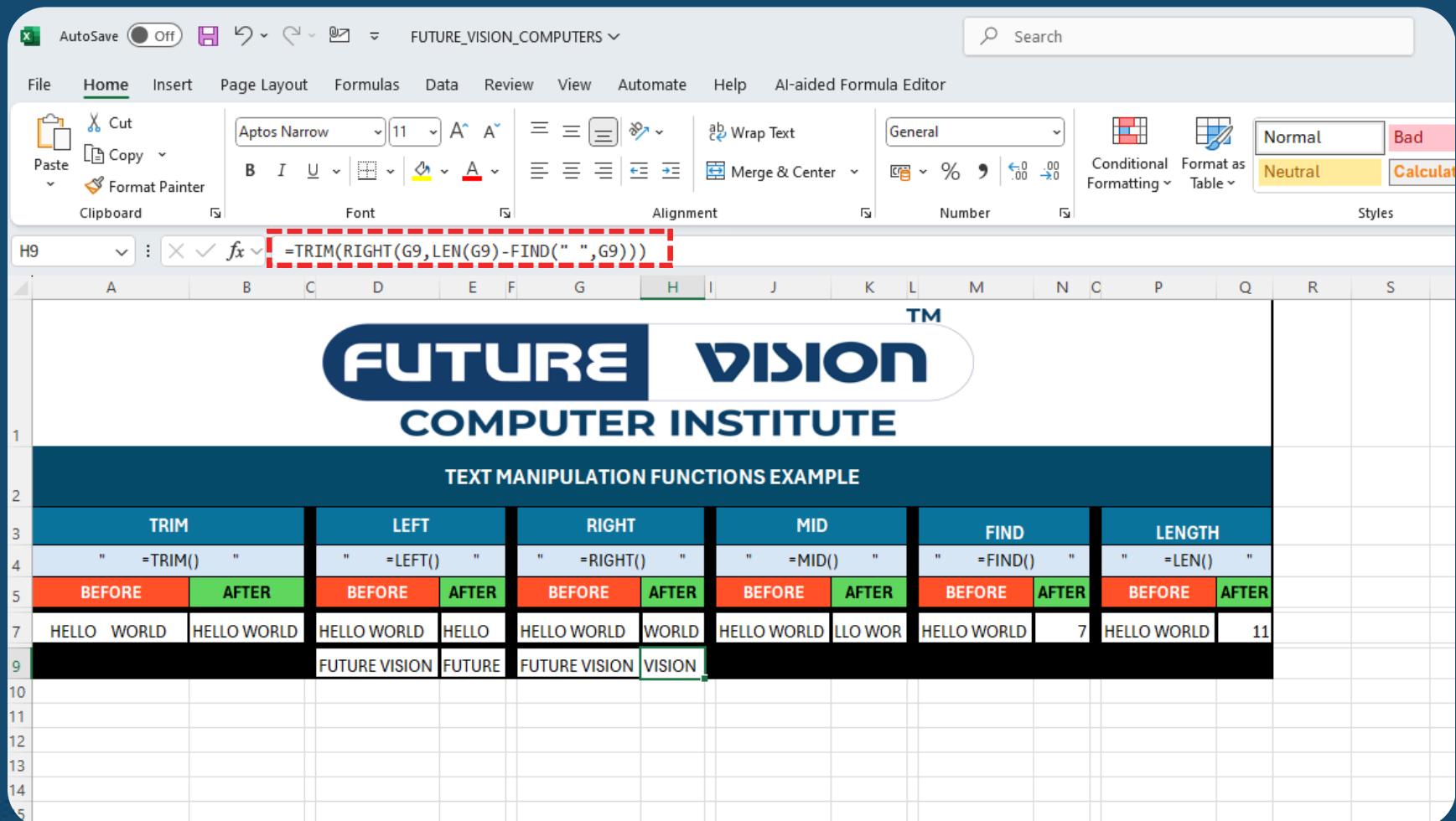
PRACTICAL APPLICATIONS

REAL-WORLD EXAMPLES:
EXTRACTING FIRST AND LAST NAMES FROM FULL NAMES,
FORMATTING PHONE NUMBERS, AND MORE.

**EXAMPLE: FULL NAME: "JOHN DOE" EXTRACTED FIRST NAME:
 "JOHN"**

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The screenshot shows a Microsoft Excel spreadsheet titled "FUTURE_VISION_COMPUTERS". The formula bar displays the formula `=TRIM(RIGHT(G9,LEN(G9)-FIND(" ",G9)))`. The spreadsheet contains a title section with the "FUTURE VISION COMPUTER INSTITUTE" logo. Below this, there's a section titled "TEXT MANIPULATION FUNCTIONS EXAMPLE" with a table demonstrating various functions:

TRIM		LEFT		RIGHT		MID		FIND		LENGTH	
BEFORE	AFTER	BEFORE	AFTER	BEFORE	AFTER	BEFORE	AFTER	BEFORE	AFTER	BEFORE	AFTER
HELLO WORLD	HELLO WORLD	HELLO WORLD	HELLO	HELLO WORLD	WORLD	HELLO WORLD	LLO WOR	HELLO WORLD	7	HELLO WORLD	11
		FUTURE VISION	FUTURE	FUTURE VISION	VISION						

ADDITIONAL TIPS

PRO TIPS:
COMBINE FUNCTIONS, USE LEN TO DETERMINE STRING LENGTH, AND EXPLORE OTHER TEXT FUNCTIONS.

EXAMPLE: COMBINING TRIM AND LEFT TO EXTRACT A CLEAN FIRST NAME.

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