

# TEXT FORMULAS

## Beginner Level

**Join First\_Name and Last\_Name into Full\_Name**

=B2 & " " & C2

or

=CONCAT(B2," ",C2)

**Convert First\_Name to Uppercase**

=UPPER(B2)

**Convert Last\_Name to Lowercase**

=LOWER(C2)

**Make Full\_Name in Proper Case**

=PROPER(B2 & " " & C2)

**Find the length of Email**

=LEN(G2)

**Extract the first 5 characters of Customer\_ID**

=LEFT(A2,5)

**Extract the last 3 digits of Phone\_Number**

=RIGHT(H2,3)

**Extract domain name from Email**

=RIGHT(G2,LEN(G2)-SEARCH("@",G2))

**Find the position of "@" in Email**

=SEARCH("@",G2)

**Remove extra spaces in Address**

=TRIM(I2)

# Intermediate Level

**Replace city name "Mumbai" with "Bombay"**

=SUBSTITUTE(E2,"Mumbai","Bombay")

**Replace first 4 characters of Customer\_ID with "CUST"**

=REPLACE(A2,1,4,"CUST")

**Get only First Name from Full\_Name (split by space)**

=LEFT(D2,SEARCH(" ",D2)-1)

**Get only Last Name from Full\_Name**

=RIGHT(D2,LEN(D2)-SEARCH(" ",D2))

**Check if Email contains "gmail"**

=IF(ISNUMBER(SEARCH("gmail",G2)),"Yes","No")

**Extract city code (first 3 letters of City)**

=LEFT(E2,3)

**Combine Product and Remarks into one column**

=CONCAT(F2," - ",J2)

**Mask Phone\_Number (show only last 4 digits)**

="XXXXXXX" & RIGHT(H2,4)

**Count number of characters excluding spaces in Address**

=LEN(SUBSTITUTE(I2," ",""))

**Extract street type (St, Rd, Ave) from Address**

=RIGHT(I2,LEN(I2)-SEARCH(" ",I2))