The focus this week was on using Excel functions to manipulate and clean text data. We looked at a lot of different functions. This handy quick reference guide includes all functions we looked at, useful keyboard shortcuts and some other functions worth investigating.

TEXT FUNCTIONS AND OPERATORS

Function	Description
CONCATENATE(text1, text2, …)	Joins two or more text strings into one string
& e.g. =A!&A2&A3	Joins two or more text strings into one string
CONCAT(text1, [text2],…)	Combines the text from multiple ranges and/or strings
TEXTJOIN(delimiter, ignore_empty, text1, [text2], …)	Combines text from multiple ranges and/or strings, and includes the option to specify a delimiter
LEFT(text, num_chars)	Returns a specified number of characters from the left of a text string.
RIGHT(text, num_chars)	Returns a specified number of characters from the right of a text string.
MID(text, start_num, num_chars)	Returns a specified number of characters from the middle of a text string.
FIND(find_text, within_text, [start_num], [NotFound])	Returns the starting position of one text string within another text string, (is case sensitive)
LEN(text)	Returns the number of characters in a text string
UPPER(text), **LOWER**(text), **PROPER**(text)	Change case to uppercase, lowercase and proper case
CLEAN(text)	Removes the first 32 nonprinting characters in the 7-bit ASCII code
TRIM(text)	Removes all spaces from text except for single spaces between words
SUBSTITUTE(text, old_text, new_text, [instance_num])	Substitutes new_text for old_text in a text string (is case sensitive)

FORMULA TIPS

- Start with =
- Function name always followed by bracket
- Close all brackets
- Comma separate arguments
- Text goes in "quotes"
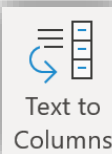- Nest multiple functions

=UPPER(CONCAT("Hi ", B2))

SHORTCUTS

⊞	⌘	
Ctrl+C	⌘+C	Copy
Ctrl+V	⌘+V	Paste
Ctrl+S	⌘+S	Save
Ctrl+Z	⌘+Z	Undo
Ctrl+Y	⌘+Y	Redo
Ctrl+N	⌘+N	New
Ctrl+O	⌘+O	Open

BONUS CONTENT

SEARCH - returns the location of one text string inside another. Unlike FIND, SEARCH allows wildcards, and is not case-sensitive. Syntax: =SEARCH (find_text, within_text, [start_num])

REPLACE - replaces part of a text string, based on the number of characters you specify, with a different text string. Syntax: =REPLACE(old_text, start_num, num_chars, new_text)

You may also want to investigate: **CODE**, **UNICODE**, **CHAR** and **UNICHAR**

Text to Columns
You can take the text in one or more cells, and split it into multiple cells using the Convert Text to Columns Wizard