

Text functions can be used to standardize formatting, particularly the **TRIM**, **UPPER**, **LOWER**, and **PROPER** functions:

	A	B	C	D
1	Sample Text String	Formula	Output	Notes
2	SAMPLE sentence	=TRIM(A2)	SAMPLE sentence	<i>Removes any leading or trailing spaces from a text string</i>
3	SAMPLE sentence	=LOWER(A3)	sample sentence	<i>Converts all characters in a text string to lower case</i>
4	SAMPLE sentence	=UPPER(A4)	SAMPLE SENTENCE	<i>Converts all characters in a text string to upper case</i>
5	SAMPLE sentence	=PROPER(A5)	Sample Sentence	<i>Converts all characters in a text string to proper case (first letter capitalized)</i>
6				



PRO TIP:

If two text strings are identical except one has a trailing space, they will look exactly the same but Excel will treat them as completely different values; TRIM will make them equivalent

CONCATENATE allows you to combine text, cell values, or formula outputs into a single text string

Note: Rather than typing “**=CONCATENATE**(Text1, Text2...)”, you can simply separate each piece of the resulting text string with an ampersand (“&”)

	A	B	C	D
1	First Name	Last Name	Formula	Output
2	Daniel	Wright	=A2&B2	DanielWright
3	Daniel	Wright	=A3&" "&B3	Daniel Wright
4	Daniel	Wright	=LEFT(A4,3)&" "&B4	Dan Wright
5	Daniel	Wright	=LEFT(A5,3)&" "&LEFT(B5,1)&"."	Dan W.

The **LEFT**, **MID**, and **RIGHT** functions return a specific number of characters from a location within a text string, and **LEN** returns the total number of characters

=LEFT(text, [num_chars])

=RIGHT(text, [num_chars])

=MID(text, start_num, num_chars)

	A	B	C	D
1	Sample Text String	Formula	Output	Notes
3	MA-02215%AAA%_100	=LEFT(A3,2)	MA	Returns 2 characters, starting from the left
5	MA-02215%AAA%_100	=MID(A5,4,5)	02215	Returns 5 characters from the middle of the string, starting with position 4
7	MA-02215%AAA%_100	=RIGHT(A7,3)	100	Returns 3 characters, starting from the right
9	MA-02215%AAA%_100	=LEN(A9)	17	Returns the length of the string (=17 characters)

The **TEXT** function converts a numeric value to text and assigns a particular format

=TEXT(value, format_text)

Numeric value, formula that evaluates to a numeric value, or reference to a cell containing a numeric value

Numeric format as a text string enclosed in quotes (i.e. "m/d/yyyy", "\$0.00" or "#,##0.00")

	A	B
1	Name	Earnings
2	Tim	\$4,500
3	George	\$3,250
4	Lisa	\$3,725

= "Lisa earned "&B4 *returns* "Lisa earned 3725"

= "Lisa earned "&TEXT(B4,"\$#,###") *returns* "Lisa earned \$3,725"



PRO TIP:

Use **VALUE** to convert a text string that represents a number into a value

The **SEARCH** function returns the number of the character at which a specific character or text string is first found (otherwise returns #VALUE! error)

=SEARCH(find_text, within_text, [start_num])

What character or string
are you searching for?

Where is the text that
you're searching through?

Search from the beginning (default) or
after a certain number of characters?

	A	B	C	D
11	MA-02215%AAA%_100	=SEARCH("%",A11)	9	Searches the string for "%" and returns the position
13	MA-02215%AAA%_100	=SEARCH("%",A13,10)	13	Searches for "%", starting with the 10th character, and returns the position
15	MA-02215%AAA%_100	=MID(A13,SEARCH("%",A13),5)	%AAA%	Returns 5 chars from the middle of the string, beginning where it finds "%"
17	MA-02215%AAA%_100	=MID(A13,SEARCH("%",A15)+1,3)	AAA	Returns 3 chars from the middle of the string, beginning 1 position after "%"



PRO TIP:

The **FIND** function works exactly the same way, but is case-sensitive

IF(ISNUMBER(SEARCH is powerful combination of functions that can be used to classify data based on cells that contain specific strings of text

=IF(ISNUMBER(SEARCH(find_text, within_text)),value_if_true, value_if_false)

Searches for a specific string of text within a given cell

Returns one value if that string is found (TRUE), and another if it is not found (FALSE)

	A	B
1	Placement	Media
2	12983-Aff-160x90_small	Other
3	982308-Disp-160x90_large	Display
4	23124-Aff-160x90_small	Other
5	463-Disp-160x90_small	Display
6	390238-Agg-160x90_large	Other

=IF(ISNUMBER(SEARCH("Disp",A2)),"Display","Other")

Search the cells in column A for the text string "Disp" and classify column B as "Display" if you find it, "Other" if you don't