

Text Functions in Excel

Excel has many functions to offer when it comes to manipulating text strings.

✦ Join Strings

To join strings, use the & operator.

[illegible]

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Note: instead of using the & operator, use the **CONCATENATE** function in Excel.

✦ LEFT

To extract the leftmost characters from a string, use the LEFT function.

The screenshot shows the Excel formula bar with the formula `=LEFT(A1, 4)` entered. The formula bar also displays the cell address `D1` and the function name `LEFT`. The spreadsheet shows the result of the formula, which is `exam`, displayed in cell `D1`.

✦ RIGHT

To extract the rightmost characters from a string, use the RIGHT function.

D1 :    =RIGHT(A1, 2)

	A	B	C	D	E	F	G	H	I
1	example text			xt					
2									

◆ MID

To extract a [substring](#), starting in the middle of a string, use the MID function.

D1									
	A	B	C	D	E	F	G	H	I
1	example text			ple					
2									

Note: started at position 5 (p) with length 3.

◆ LEN

To get the length of a string, use the LEN function.

D1									
	A	B	C	D	E	F	G	H	I
1	example text			12					
2									

Note: space (position 8) included!

◆ FIND

To find the position of a substring in a string, use the FIND function.

D1									
	A	B	C	D	E	F	G	H	I
1	example text			3					
2									

Note: string "am" found at position 3. Visit our page about the [FIND function](#) for more examples.

◆ SUBSTITUTE

To replace existing text with new text in a string, use the SUBSTITUTE function.

D1									
	A	B	C	D	E	F	G	H	I
1	Hi Tim			Hi John					
2									

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