



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.

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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.

◆ 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	:	X	✓	f _x	=MID(A1, 5, 3)			
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	:	X	✓	f _x	=LEN(A1)			
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	:	X	✓	f _x	=FIND("am", A1)			
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	:	X	✓	f _x	=SUBSTITUTE(A1, "Tim", "John")			
A	B	C	D	E	F	G	H	I
1 Hi Tim			Hi John					
2								

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