



## 4.3.1 to 4.3.3 Format Text by using RIGHT, LEFT and MID Functions

Now that you've completed this lecture, you should be able to use text functions to manipulate text using the Right, Left and Mid functions.

**Try the techniques on your own using the following steps**

1. Open the workbook named 4312 provided as a resource with this TIY. In the Basic Flight Data worksheet, in cell F2, use an appropriate function to extract the first 4 letters of the data in cell A2.
2. In cell G2, use an appropriate function to extract the 5th character of the data in cell A2.
3. In cell H2, use an appropriate function to extract the last two characters of the data in cell A2.
4. In cell I2, use an appropriate function to combine the data in the cell range from F2 to H2.
5. In cell J2, use an appropriate function to convert the data in the cell I2 to upper case.
6. In cell K2, use an appropriate function to convert the data in the cell J2 to lower case.
7. In cell L2, use an appropriate function to return the length of the string in A2.
8. In cell M2 use an appropriate function to join the text in cells A2, C2 and D2 separated by a forward slash character. Do not ignore empty cells.