**UPPER, LOWER and PROPER functions**

**UPPER function**: –

The upper function in excel gives us the upper-case version of a given text string.

Suppose, you want any particular text to be in upper-case. For example, you want the country names to be in upper-case letters.

Do this in a new column, use the function UPPER,

1. Write = UPPER and specify the text cell and press enter now the selected county name is changed to uppercase letters.

2. If we want to do the same for all the rows of the country column.

3. Drag it and excel will automatically know and change the cell name each time and perform the calculations required.

**LOWER function**: –

The lower function in excel gives us the lowercase version of a given text string.

Performing a lower function on any string is the same as in the case of upper function.

1. Write = LOWER and specify the cell name inside the parenthesis.

2. It gives you the text string in lower case and you can drag it and copy the same formula for all other rows without typing the formula for all rows again and again.

**PROPER function**: –

The PROPER function sets the first character to uppercase and all other characters to lowercase.

You have all the text strings in proper form but still, for practising, you can try it on the lowercase strings which you just got using the lower function.

For using the PROPER function, type = PROPER and specify the cell name inside the parentheses and you get the required result.

The first character of each word is changed to Uppercase and rest are lowercase you can drag it and copy the same formula for all other rows without typing the formula for all rows again and again.

**LEFT, RIGHT and SEARCH functions**

**LEFT function**: –

The LEFT function allows to extract a substring from a string starting from the left-most character.

Specify the text as well as the number of characters to be extracted inside the LEFT function.

From the country names if you want to extract only the first six characters from the left.

For that, write = LEFT and specify the cell name and the number of characters as 6 and you get the first six characters from the country name.

You can copy the same formula to other rows as well by just dragging it and you will get the result for other rows as well.

**RIGHT function**: –

The RIGHT function allows to extract a substring from a string starting from the right-most character.

Specify the text as well as the number of characters to be extracted inside the RIGHT function.

If you want to extract the six characters from the end of the string.

Write = RIGHT and specify the cell name and the number of characters as 6 and we get the first six characters from the country name.

Copy the same formula to other rows as well by just dragging it and you get the result for other rows as well.

**SEARCH function**: –

The SEARCH function returns the location of the substring in the string.

The search function is not case sensitive that means small “a” and capital “A” are treated the same in excel.

Search for the position of “m” in the gender column.

Write = SEARCH and specify the text to be searched and the text from which you have searched and it returns the location of m in the first row of gender column.

**TRIM, CONCATENATE and LEN functions**

**TRIM function**: –

The TRIM function returns a text value with the leading and trailing spaces removed.

You already know the use of LEFT and RIGHT functions.

If you extracted seven characters from the country name the UNITED STATES from the right-most.

Observe the leading space in the string extracted and this where the TRIM function comes in use.

Trim all the leading and trailing spaces in a string, and write equals to TRIM and specify the cell name or say the string and you will get the result after trimming all the leading and trailing spaces from the string.

Observe that now this string does not contain any space.

**CONCATENATE function**: –

The CONCAT function allows to join 2 or more strings together.

If you want to concatenate the first name and last name, use the concatenate function.

Type = CONCATENATE and specify the cell names to be concatenated and note that for space between the first name and last name you specify it inside the double-quotes.

Drag it and the formula is automatically copied for all other rows.

**LEN function**: –

The LEN function returns the length of the string.

LEN function returns the number of characters present in the string including the space characters.

Type = LEN and specify the cell name inside the parentheses and it returns the length of the string.

To find the length of other strings in the column, drag this and it returns the length of other strings as well.