

## Excel

### Text functions, Paste special

Q1 : Concatenate function work, and can you give an example?

A) Concatenate function it joins two or more text strings into one.

example : =CONCATENATE ("Date", " ", "Analytics") result in "Data Analytics".

Q2 : What is the difference between the LEFT, RIGHT and MID function?

A) LEFT, RIGHT and MID Functions

These functions extract a specific number of characters from the text string:

\* LEFT : starts from the beginning (left side)

\* Right : starts from the end (Right side)

\* MID : starts at a specific position you define in the middle

Q3 : How would you use the TRIM function to clean up text in a cell?

A) TRIM Function

It removes all extra space from a text string except for single spaces between words. It is used to clean up data imported from other source that

may have leading or trailing spaces

example : =TRIM("Hello world")

Result : "Hello world" (removes leading and trailing spaces)

Important note: It does not remove internal spaces.

Q4: Explain the use of the UPPER, LOWER and PROPER Functions.

A) UPPER, LOWER and PROPER Functions

\* UPPER : Converts all text to capital letters (HELLO)

\* LOWER : Converts all text to lowercase letters (hello)

\* PROPER : Capitalize the first letter of each word (Hello World).

Q5: How does the FIND function differ from the SEARCH Function

A) Difference Between FIND and SEARCH

FIND : Is case-sensitive and does not allow wildcards

SEARCH : Is not case-sensitive and allows the use of wildcards (like \* or ?)

Q6 : What does the REPLACE function do, and how would you use it?

A) REPLACE Function

It replaces a specific part of a text string, based on the number of characters you specify, with a new text string.

Example :- `=REPLACE("2024-update", 1, 4, "2025")` changes it to "2025-update".

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Q7 : Can you explain how to use the paste special feature to transpose data?

A) To switch rows to columns (or vice versa).

- 1) Copy the range of cells
- 2) Right-click the destination cells
- 3) Select paste special > check the Transpose box > click OK

Q8 : What are the different options available in paste special, and when would you use them?

A) Paste special options :-

- \* ) Formulas : Pastes only the formulas
- \* ) Values : Pastes the results of formulas as static text/numbers

Formats: pastes only the cell styling (colors, borders)

Comments/Notes: pastes only the attached notes

Validation: Pastes only the data validation rules

Q9: How do you copy and paste only the values from a formula into another cell?

A) Copying values only

To remove a formula but keep the result.

- 1) Copy the cell
- 2) Right-click the target cell
- 3) Choose the Paste Values icon (looks like a clipboard with "123")

Q10: Describe a scenario where you would use the Paste Special ~~formula~~ feature

A) Imagine you have a report where prices are calculated using complex formulas linked to an external database. Before sending the final report to a client, you would use Paste Special > Values to "freeze" the numbers so the client sees the final prices without needing access to your database or seeing the underlying formulas.