

Text functions, Paste Special :-

- 1) How does the concatenate function work and can you give an example.
- The concatenate function in excel is used to join text from multiple cells into one cell.

syntax:-

= concatenate(text1, text2)

fx:-

A (first name)	B (last Name)
Rahul	sharma

formula:-

= concatenate(A1, " ", B1)

o/p:- Rahul Sharma

* It is used to combine text from multiple cells into a single cell

Uses:-

- * To merge address details
- * To create meaningful labels.
- * To format reports by combining text and values.
- * To generate full sentences from different cells.
- * Combines full multiple text values into a single cell.

2) What is the difference between the left, Right and mid functions.

A) The left, Right and mid functions in excel are used to extract specific parts of text from a cell.

left function:-

* It extracts characters from the start (left side) of a text.

syntax:-

=left(text, num-chars)

If A1 = Excel2026

=left(A1, 5)

Result:- Excel

Right function:-

* It extracts characters from the end (right side) of a text.

syntax:-

=right(text, num-chars)

Ex:- If A1 = Excel2026

=Right(A1, 4)

Result:- 2026

mid function:- It extracts characters from the middle of a text, starting from a given position.

=mid(text, start-num, num-chars)

Ex:- If A1 = Excel2026

=mid(A1, 6, 4)

Result:- 2026

3) How would you use the Trim function to clean up text in a cell.

A) The Trim function in Excel is used to remove extra spaces from text, leaving only single spaces between words.

Syntax:

=trim(text)

Ex:-

A1 = "Data science Excel"

By using formula:-

=Trim(A1)

O/p:- Data Science Excel

Trim removes:

- * Leading spaces (before text)
- * Trailing spaces (after text)
- * Extra spaces between words.
- * The trim function cleans text by removing extra spaces, keeping only single spaces between words.

Use of Trim:-

- * Removes extra spaces
- * To clean imported data from other sources.
- * To fix formatting issues in name and addresses.
- * To standardize text for accurate analysis.

4) Explain the use of the upper, lower and proper functions.

The upper, lower and proper functions in Excel are used to change the case of text.

1. Upper function:-

* It uses to convert all letters in text to uppercase letters.

Syntax:-

=upper(text)

If A_1 = Excel functions

=upper(A_1)

O/P:- EXCEL FUNCTIONS

2. lower function:-

* It uses converts all letters in text to lowercase letters.

Syntax:-

=lower(text)

If A_1 = EXCEL FUNCTIONS

=lower(A_1)

O/P:- excel functions

3. Proper functions:-

* It uses converts text to proper case (first letter of each word capitalized)

Syntax:- =proper(text)

Ex:- A_1 = data science student

= proper(text)

A_1 = Data Science student

5) How does the FIND function differ from the SEARCH function.

→ The find and search functions in excel are both used to locate the position of text within another text, but they differ in how they handle case sensitivity.

Find function:-

- * Case-sensitive

- * Does return the position of the text if found.

Syntax:-

=find(find-text, within-text, [start-num])

Ex:-

If A1 = Excel Functions

=find("F", A1)

O/p:- 6

Search function:-

- * It is not case sensitive.

- * It is flexible for general searching.

Syntax:-

=search(find-text, within-text, [start-num])

Ex:-

If A1 = Excel Functions

=search("f", A1)

O/p:- 6

- * It is case-sensitive and does not allow wildcards while search is not case-sensitive and supports wildcards. (*, ?)

- 6) What does the Replace function do and how would you use it.
- The Replace function in excel is used to replace part of a text string with new text based on a position and number of characters.

Syntax:-

=replace(old-text, start-num, num-chars, new-text)

↓ ↓ ↓ ↓

original text Position where replacement begins Number of characters to replace New text to insert

Ex:-

If cell A1 contains:

Excel2023

Formula:-

=replace(A1, 6, 4, "2026")

O/p:- Excel2026

* characters starting from position 6 (2023) are replaced with 2026.

* The Replace function replaces a specified number of characters in a text string with new text, starting from a given position.

Ex:-

A1=DataScience

=replace(A1, 5, 7, "Analysis")

Results:- Data Analysis.

* It replaces function replaces a specified no. of characters in a text string with new text, starting from a given position.

- 1) Can you explain how to use the Paste special feature to Transpose data?
- * select the data you want to transpose.
(rows become columns and columns become rows)
- * Copy the data.
(Press ctrl+C or right-click → Copy)
- * select the destination cell.
click the cell where you want the transposed data to start.
- * Open paste special
Right-click → Paste special (or) press
ctrl+Alt+V
- * choose Transpose
→ check the transpose option
→ click OK.

Ex:-

Before (Row)

A1	B1	C1
10	20	30

After (column)

10
20
30

Uses:-

- * Convert row data to column data
 - * Reformat tables for reports
 - * Prepares data for analysis and charts.
- It is used to change rows into columns and columns into rows by copying data and selecting the transpose option.

8) What are the different options available in paste special and when would you use them?

→ Paste special in excel provides several options that let you control what and how data is pasted. These options are used to avoid unwanted formatting values or formulas.

Common Paste Special:-

1) Paste All:-

- * It pastes everything

2) Values:-

- * Pastes only the calculated result, not formulas.

- * It uses to remove formulas and keep final numbers.

3) Formulas:-

- * It pastes only formulas

- * It uses to copy formulas without formatting.

4) Formats:-

- * It pastes only cell formatting.

- * It uses to apply same style to other cells.

5) Comments:-

- * It pastes only comments.

- * It uses to copy notes without changing data.

6) Validation:-

- * It pastes data validation rules.
- * It uses same dropdowns.

7) Transpose

- * It changes rows to columns and columns to rows.

8) Add/subtract/multiply/divide:-

- * It performs calculations while pasting.

- * It increase/decrease values without formulas.

9) How do you copy and paste only the values from a formula into another cell.

→ select the cell that contains the value/formula.

→ copy it → $\text{ctrl} + \text{C}$

→ select the destination cell

→ open paste special → $\text{ctrl} + \text{Alt} + \text{V}$

→ choose values

→ click ok.

Ex:-

A1 has = sum(B1:B5)

After paste special → values, the pasted cell contain - 150.

- 10) Describe a scenario where you would use the paste special feature.
- Increasing all prices by 10%.
- You have a list of product prices in column A and you want to increase all of them by 10% without writing formulas for each cell.
- Enter the factor for increase.
- In an empty cell (B1) type 10%.
- Copy the factor
- * select the cell B1 → press $\text{Ctrl} + \text{C}$.
- Select the prices to increase.
- * click and drag to select all prices in column A.
- Open Paste Special
- * Right click the selection → choose paste special.
- choose operation: Multiply
- * In the paste special dialog, under operation select Multiply
 - * click ok.
- Now, all prices in column A are now increased by 10%.

Uses:-

- * It saves time instead of typing formulas for each cell.
- * It directly updates values without changing layout.