

Text Functions

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Excel has many functions to offer when it comes to manipulating text strings.

Join Strings

To join strings, use the & operator.

	A	B	C	D	E	F	G	H	I
1	Hi	Tim		Hi Tim					
2									
3									

Note: to insert a space, use " "

Left

To extract the leftmost characters from a string, use the LEFT function.

	A	B	C	D	E	F	G	H	I
1	example text			exam					
2									
3									

Right

To extract the rightmost characters from a string, use the RIGHT function.

	A	B	C	D	E	F	G	H	I
1	example text			xt					
2									
3									

Mid

To extract a substring, starting in the middle of a string, use the MID function.

	A	B	C	D	E	F	G	H	I
1	example text			ple					
2									
3									

Note: started at position 5 (p) with length 3.

Len

Chapter

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To get the length of a string, use the LEN function.

	A	B	C	D	E	F	G	H	I
1	example text			12					
2									
3									

Note: space (position 8) included!

Find

To find the position of a substring in a string, use the FIND function.

	A	B	C	D	E	F	G	H	I
1	example text			3					
2									
3									

Note: string "am" found at position 3.

Substitute

To replace existing text with new text in a string, use the SUBSTITUTE function.

	A	B	C	D	E	F	G	H	I
1	Hi Tim			Hi John					
2									
3									

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