

Excel – Formulas for working with text

Learn how to use Excel Text Functions to clean up imported text and manipulate how textual data is stored and displayed.

Snapshot

Duration: 90 minute

Level: Intermediate

Pre-requisites: Basic familiarity with Excel formulas

Version: Suitable for 2010, 2013, 2016 and Office 365

Learning Outcomes

- Understand when to use Text Functions
- Use Text Functions to manipulate text based Excel data
- Use Text Functions to 'clean up' imported text

Course Content

- Using PROPER
- Using UPPER
- Using LOWER
- Using CONCATENATE
- Using LEFT
- Using RIGHT
- Using MID
- Using LEN
- Using SUBSTITUTE
- Using TEXT
- Using VALUE