

Tipsheet for Excel Functions

Functions to Remove Extra Characters

CLEAN Removes all non-printable characters from a supplied text string

TRIM Removes duplicate spaces, and spaces at the start and end of a text string

Functions to Convert Between Upper & Lower Case

LOWER Converts all characters in a supplied text string to lower case

PROPER Converts all characters in a supplied text string to proper case (i.e. letters that do not follow another letter are upper case and all other characters are lower case)

UPPER Converts all characters in a supplied text string to upper case

Cutting Up & Piecing Together Text Strings

CONCAT Joins together two or more text strings

CONCATENATE Joins together two or more text strings (*Replaced by Concat function in Excel 2016*)

LEFT Returns a specified number of characters from the start of a supplied text string

MID Returns a specified number of characters from the middle of a supplied text string

RIGHT Returns a specified number of characters from the end of a supplied text string

REPT Returns a string consisting of a supplied text string, repeated a specified number of times

TEXTJOIN Joins together two or more text strings, separated by a delimiter

Information Functions

<u>LEN</u>	Returns the length of a supplied text string
<u>FIND</u>	Returns the position of a supplied character or text string from within a supplied text string (case-sensitive)
<u>SEARCH</u>	Returns the position of a supplied character or text string from within a supplied text string (non-case-sensitive)
<u>EXACT</u>	Tests if two supplied text strings are exactly the same and if so, returns TRUE; Otherwise, returns FALSE. (case-sensitive)
<u>I</u>	Tests whether a supplied value is text and if so, returns the supplied text; If not, returns an empty text string.

Replacing / Substituting Parts of a Text String

<u>REPLACE</u>	Replaces all or part of a text string with another string (from a user supplied position)
<u>SUBSTITUTE</u>	Substitutes all occurrences of a search text string, within an original text string, with the supplied replacement text

LOGICAL FUNCTIONS Description

<u>AND function</u>	Returns TRUE if all of its arguments are TRUE, e.g. =AND(A1>1,A1<5) will return TRUE if value in A1 is between 1 and 5
<u>IF function</u>	Specifies a logical test to perform, e.g. =IF(A1="1","Yes","No")
<u>OR function</u>	Returns TRUE if any argument is TRUE, e.g. =OR(A1>1, A1<5) will return TRUE if either the value in A1 is greater than 1 or if it is less than 5

For more formulas, please check: <https://support.office.com/en-us/article/Excel-functions-by-category-5f91f4e9-7b42-46d2-9bd1-63f26a86c0eb>