

Excelling with Excel: Part 1

Formula Cheat Sheet

Spaces

=TRIM(cell value)

- Removes all spaces from a text string, except for single spaces between words

Removing Text Strings (example: file extensions)

=LEFT(cell value, number of characters)

- extracts a given number of characters from the left side of a supplied text string.

=LEFT(cell value,FIND(".",cell value)-1)

- extracts all characters before the delimiter (in this case, a period/decimal)

Cases

=LOWER(cell value)

- Turns all text in that cell lowercased

=UPPER(cell value)

- Turns all text in that cell uppercased

=PROPER(cell value)

- Capitalizes the first letter of each word

=REPLACE(LOWER(cell value),1,1,UPPER(LEFT(cell value,1)))

- Makes first word in cell capitalized, and all other words in cell lowercased

Special Characters

=SUBSTITUTE(cell value,"ã","a")

- Finds all characters in a cell and replaces them with the character provided.
Example: =SUBSTITUTE(A2,"&","and")

Concatenating

=CONCATENATE(A2,C2)

- Merges text in cells into one cell. Text can be added in quotes around the data.
Example: ="My favorite author is "&B2&" "&A2&"."