

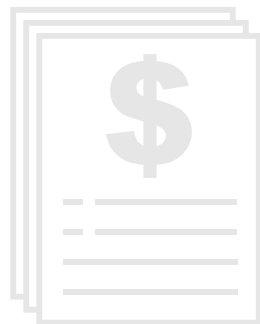


EXCEL 2019 EXCEL 365 Text Functions



Compatible

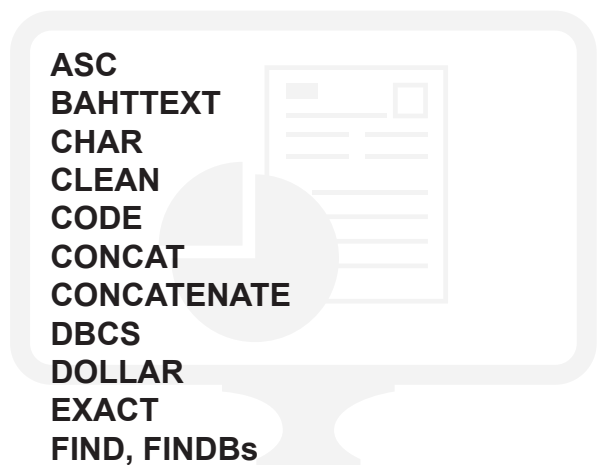
Excel 2019
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Functions

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Using This Cheat Sheet

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|-----------------------------|--------|--------|----------|
| Description | | | |

Text Functions

•ASC(text)

=ASC("EXCEL") → EXCEL

=ASC("カタカナ") → カタカナ

If text does not contain any full-width letters, text is not changed.

For Double-byte character set (DBCS) languages, the function changes full-width (double-byte) characters to half-width (single-byte) characters.

•BAHTTEXT(number)

=BAHTTEXT(6524) → หกพันห้าร้อยยี่สิบบาทถ้วน

Converts a number to text, using the ฿ (baht) currency format

•CHAR(number)

=CHAR(67) → C

=CHAR(106) → j

A number between 1 and 255 specifying which character you want. The character is from the character set used by your computer.

Macintosh character set
Windows ANSI (ANSI consists of 218 characters, many of which share the same numerical codes as in the ASCII/Unicode formats)

Excel Online supports only CHAR(9), CHAR(10), CHAR(13), and CHAR(32) and above.

Returns the character specified by a number. Use CHAR to translate code page numbers you might get from files on other types of computers into characters.

•CLEAN(text)

=CLEAN(CHAR(7)&"cheater") → cheater

The CLEAN function was designed to remove the first 32 nonprinting characters in the 7-bit ASCII code (values 0 through 31) from text. In the Unicode character set, there are additional nonprinting characters (values 127, 129, 141, 143, 144, and 157). By itself, the CLEAN function does not remove these additional nonprinting characters.

Use CLEAN on text imported from other applications that contains characters that may not print with your operating system. For example, you can use CLEAN to remove some low-level computer code that is frequently at the beginning and end of data files and cannot be printed.

Removes all nonprintable characters from text.

•CODE(text)

=CODE("C") → 67

=CODE("Cheater") → 67

=CODE("j") → 106

Macintosh character set
Windows ANSI

Returns a numeric code for the first character in a text string. The returned code corresponds to the character set used by your computer.

•CONCAT(text1,text2,...) [Excel 2016]

=CONCAT("C"," ","J") → C J

=CONCAT(A1:B2) → CheaterJohnCheatSheets

This function replaces the CONCATENATE function. However, the CONCATENATE function will stay available for compatibility with earlier versions of Excel.

To include delimiters (such as spacing or ampersands (&)) between the texts you want to combine and to remove empty arguments you don't want to appear in the combined text result, you can use the TEXTJOIN function.

The CONCAT function combines the text from multiple ranges and/or strings, but it doesn't provide the delimiter or IgnoreEmpty arguments.

•CONCATENATE(text1,text2,...)

=CONCATENATE("C"," ","J") → C J

=CONCATENATE(A1," ",A2) → Cheater John

In Excel 2016, Excel Mobile, and Excel Online, this function has been replaced with the CONCAT function. Although the CONCATENATE function is still available for backward compatibility, you should consider using CONCAT from now on. This is because CONCATENATE may not be available in future versions of Excel.

Joins several text items into one text item

•DBCS(text) [Excel 2013]

=DBCS("EXCEL") → EXCEL

=DBCS("カタカナ") → カタカナ

If text does not contain any half-width English letters or katakana, text is not changed.

Changes half-width (single-byte) English letters or katakana within a character string to full-width (double-byte) characters

•DOLLAR(number,decimals)

=DOLLAR(1234.567) → \$1,234.57

=DOLLAR(1234.567,-2) → \$1,200

DOLLAR uses the \$#,##0.00_);(\$#,##0.00) number format, although the currency symbol that is applied depends on your local language settings.

Converts a number to text, using the \$ (dollar) currency format

•EXACT(text1,text2)

=EXACT(A1,B1) → TRUE

=EXACT(A2,B2) → FALSE

EXACT is case-sensitive but ignores formatting differences. Use EXACT to test text being entered into a document.

Compares two text strings and returns TRUE if they are exactly the same, FALSE otherwise.

•FIND(find_text,within_text,start_num)

•FINDB(find_text,within_text,start_num)

Specifies the character at which to start the search. The first character in within_text is character number 1. If you omit start_num, it is assumed to be 1.

The text containing the text you want to find.

The text you want to find.

=FIND("h",A1) → 2

=FIND("h",A1,3) → 11

Position of the first "h" in cell A1

Position of the first "h" in cell A1, starting with the third character

These functions may not be available in all languages.

FIND is intended for use with languages that use the single-byte character set (SBCS), whereas FINDB is intended for use with languages that use the double-byte character set (DBCS). The default language setting on your computer affects the return value in the following way:

- FIND always counts each character, whether single-byte or double-byte, as 1, no matter what the default language setting is.
- FINDB counts each double-byte character as 2 when you have enabled the editing of a language that supports DBCS and then set it as the default language. Otherwise, FINDB counts each character as 1.

The languages that support DBCS include Japanese, Chinese (Simplified), Chinese (Traditional), and Korean.

FIND and FINDB are case sensitive and don't allow wildcard characters. If you don't want to do a case sensitive search or use wildcard characters, you can use SEARCH and SEARCHB.

FIND and FINDB locate one text string within a second text string, and return the number of the starting position of the first text string from the first character of the second text string.

FIXED(number,decimals,no_commas) A logical value that, if TRUE, prevents FIXED from including commas in the returned text.

The number of digits to the right of the decimal point.

The number you want to round and convert to text.

=FIXED(1234.567,1) → 1,234.6

=FIXED(1234.567,-1) → 1,230

=FIXED(1234.567,-1, TRUE) → 1230

- Numbers in Microsoft Excel can never have more than 15 significant digits, but decimals can be as large as 127.
- If decimals is negative, number is rounded to the left of the decimal point.
- If you omit decimals, it is assumed to be 2.
- If no_commas is FALSE or omitted, then the returned text includes commas as usual.

Rounds a number to the specified number of decimals, formats the number in decimal format using a period and commas, and returns the result as text.

LEFT(text,num_chars) Specifies the number of characters you want LEFT to extract.

LEFTB(text,num_bytes) Specifies the number of characters you want LEFTB to extract, based on bytes.

=LEFT(A1,3) → Che

=LEFT(A1) → C

| | A |
|---|--------------|
| 1 | Cheater John |

These functions may not be available in all languages.

LEFTB counts 2 bytes per character only when a DBCS language is set as the default language. Otherwise LEFTB behaves the same as LEFT, counting 1 byte per character.

LEFT returns the first character or characters in a text string, based on the number of characters you specify.

LEFTB returns the first character or characters in a text string, based on the number of bytes you specify.

LEN(text) The text whose length you want to find. Spaces count as characters.

LENB(text)

=LEN(A1) → 12

| | A |
|---|--------------|
| 1 | Cheater John |

These functions may not be available in all languages.

LENB counts 2 bytes per character only when a DBCS language is set as the default language. Otherwise LENB behaves the same as LEN, counting 1 byte per character.

LEN returns the number of characters in a text string.

LENB returns the number of bytes used to represent the characters in a text string.

LOWER(text) The text you want to convert to lowercase. LOWER does not change characters in text that are not letters.

=LOWER(A1) → john

| | A |
|---|------|
| 1 | JOHN |

Converts all uppercase letters in a text string to lowercase.

MID(text,start_num,num_chars) The position of the first character you want to extract in text. The first character in text has start_num 1, and so on.

MIDB(text,start_num,num_bytes) Specifies the number of characters you want MID to return from text.

Specifies the number of characters you want MIDB to return from text, in bytes.

=MID(A1,3,5) → eater

=MID(A1,10,2) → oh

| | A |
|---|--------------|
| 1 | Cheater John |

These functions may not be available in all languages.

MID is intended for use with languages that use the single-byte character set (SBCS), whereas MIDB is intended for use with languages that use the double-byte character set (DBCS). The default language setting on your computer affects the return value in the following way:

- MID always counts each character, whether single-byte or double-byte, as 1, no matter what the default language setting is.
- MIDB counts each double-byte character as 2 when you have enabled the editing of a language that supports DBCS and then set it as the default language. Otherwise, MIDB counts each character as 1.

MID returns a specific number of characters from a text string, starting at the position you specify, based on the number of characters you specify.

MIDB returns a specific number of characters from a text string, starting at the position you specify, based on the number of bytes you specify.

NUMBERVALUE(Text,Decimal_separator,Group_separator) Excel 2013

The character used to separate groupings of numbers, such as thousands from hundreds and millions from thousands.

The character used to separate the integer and fractional part of the result.

If the Decimal_separator and Group_separator arguments are not specified, separators from the current locale are used.

=NUMBERVALUE("2.500,27",",",".") → 2,500.27

The decimal separator of the text argument in the example is specified in the second argument as a comma, and the group separator is specified in the third argument as a period.

=NUMBERVALUE("3.5%") → 0.035

Because no optional arguments are specified, the decimal and group separators of the current locale are used. The % symbol is not shown, although the percentage is calculated.

Converts text to a number, in a locale-independent way.

PHONETIC(reference) Text string or a reference to a single cell or a range of cells that contain a furigana text string.

If reference is a range of cells, the furigana text string in the upper-left corner cell of the range is returned.

=PHONETIC("東京都") → トウキョウト

Extracts the phonetic (furigana) characters from a text string

PROPER(text)

=PROPER(A1) → Cheater John

=PROPER(A2) → 99Cheat-Sheets

| | A |
|---|----------------|
| 1 | CHEATER john |
| 2 | 99cheat-sheets |

Capitalizes the first letter in a text string and any other letters in text that follow any character other than a letter. Converts all other letters to lowercase letters.

REPLACE(old_text,start_num,num_chars,new_text)

The text that will replace characters in old_text.

The number of characters in old_text that you want REPLACE to replace with new_text.

The position of the character in old_text that you want to replace with new_text.

Text in which you want to replace some characters.

REPLACEB(old_text,start_num,num_bytes,new_text)

The number of bytes in old_text that you want REPLACEB to replace with new_text.

=REPLACE(A1,4,2,"*") → Che*er

=REPLACE(A2,3,1,"2") → 2029

| | A |
|---|---------|
| 1 | Cheater |
| 2 | 2019 |

These functions may not be available in all languages.

REPLACE is intended for use with languages that use the single-byte character set (SBCS), whereas REPLACEB is intended for use with languages that use the double-byte character set (DBCS). The default language setting on your computer affects the return value in the following way:

- REPLACE always counts each character, whether single-byte or double-byte, as 1, no matter what the default language setting is.
- REPLACEB counts each double-byte character as 2 when you have enabled the editing of a language that supports DBCS and then set it as the default language. Otherwise, REPLACEB counts each character as 1.

REPLACE replaces part of a text string, based on the number of characters you specify, with a different text string.

REPLACEB replaces part of a text string, based on the number of bytes you specify, with a different text string.

REPT(text,number_times)

A positive number specifying the number of times to repeat text.

The text you want to repeat.

=REPT("CJ",5) → CJCJCJCJCJ

Repeats text a given number of times. Use REPT to fill a cell with a number of instances of a text string.

RIGHT(text,num_chars) Specifies the number of characters you want RIGHT to extract.

RIGHTB(text,num_bytes)

=RIGHT(A1,3)

ohn

=RIGHT(A1)

n

| | A |
|---|--------------|
| 1 | Cheater John |



These functions may not be available in all languages.



RIGHT is intended for use with languages that use the single-byte character set (SBCS), whereas RIGHTB is intended for use with languages that use the double-byte character set (DBCS). The default language setting on your computer affects the return value in the following way:

- RIGHT always counts each character, whether single-byte or double-byte, as 1, no matter what the default language setting is.
- RIGHTB counts each double-byte character as 2 when you have enabled the editing of a language that supports DBCS and then set it as the default language. Otherwise, RIGHTB counts each character as 1.

RIGHT returns the last character or characters in a text string, based on the number of characters you specify.

RIGHTB returns the last character or characters in a text string, based on the number of bytes you specify.

SEARCH(find_text,within_text,start_num)

SEARCHB(find_text,within_text,start_num)

The text that you want to find.

The character number in the within_text argument at which you want to start searching.

The text in which you want to search for the value of the find_text argument.

=SEARCH("h",A1)

2

=SEARCH("h",A1,3)

11

| | A |
|---|--------------|
| 1 | Cheater John |

Position of the first "h" in the string in cell A1, starting at the third position.

=SEARCH("john",A1)

9

Position of "john" in "Cheater John".



These functions may not be available in all languages.



SEARCHB counts 2 bytes per character only when a DBCS language is set as the default language. Otherwise SEARCHB behaves the same as SEARCH, counting 1 byte per character.



The SEARCH and SEARCHB functions are not case sensitive. If you want to do a case sensitive search, you can use FIND and FINDB.



You can use the wildcard characters — the question mark (?) and asterisk (*) — in the find_text argument. A question mark matches any single character; an asterisk matches any sequence of characters. If you want to find an actual question mark or asterisk, type a tilde (~) before the character.

The SEARCH and SEARCHB functions locate one text string within a second text string, and return the number of the starting position of the first text string from the first character of the second text string.

SUBSTITUTE(text,old_text,new_text,instance_num)

The text you want to replace.

The text or the reference to a cell containing text for which you want to substitute characters.

Specifies which occurrence of old_text you want to replace with new_text. If you specify instance_num, only that instance of old_text is replaced. Otherwise, every occurrence of old_text in text is changed to new_text.

The text you want to replace old_text with.

=SUBSTITUTE(A1,"John","Jane")

Cheater Jane

=SUBSTITUTE(A1,"h","i",2)

Cheater Join

| | A |
|---|--------------|
| 1 | Cheater John |

Substitutes second instance of "h" with "i"

Substitutes new_text for old_text in a text string. Use SUBSTITUTE when you want to replace specific text in a text string; use REPLACE when you want to replace any text that occurs in a specific location in a text string.

T(value)



If value is or refers to text, T returns value. If value does not refer to text, T returns "" (empty text)



You do not generally need to use the T function in a formula because Microsoft Excel automatically converts values as necessary. This function is provided for compatibility with other spreadsheet programs.

=T(A1)

John

=T(A2)

| | A |
|---|------|
| 1 | John |
| 2 | 99 |

Converts its arguments to text

TEXT(value,format_text)

A text string that defines the formatting that you want to be applied to the supplied value.

A numeric value that you want to be converted into text.

=TEXT(1234.567,"\$#,###0.00")

\$1,234.57

=TEXT(0.285,"0.0%")

28.5%



The TEXT function will convert numbers to text, which may make it difficult to reference in later calculations. It's best to keep your original value in one cell, then use the TEXT function in another cell. Then, if you need to build other formulas, always reference the original value and not the TEXT function result.

The TEXT function lets you change the way a number appears by applying formatting to it with format codes. It's useful in situations where you want to display numbers in a more readable format, or you want to combine numbers with text or symbols.

TEXTJOIN(delimiter,ignore_empty,text1,text2,...)

Excel 2016

If TRUE, ignores empty cells.

Additional text items to be joined. There can be a maximum of 252 text arguments for the text items, including text1. Each can be a text string, or array of strings, such as a range of cells.

A text string, either empty, or one or more characters enclosed by double quotes, or a reference to a valid text string. If a number is supplied, it will be treated as text.

Text item to be joined. A text string, or array of strings, such as a range of cells.

=TEXTJOIN(" ",TRUE,"John","loves","Jane")

John loves Jane

| | A | B |
|---|---------|--------|
| 1 | Cheater | John |
| 2 | Cheat | Sheets |

=TEXTJOIN(" ",TRUE,A1:B2)

Cheater,John,Cheat,Sheets

Combines the text from multiple ranges and/or strings, and includes a delimiter you specify between each text value that will be combined. If the delimiter is an empty text string, this function will effectively concatenate the ranges.

TRIM(text)

Single space

=TRIM(" Cheater John ")

Cheater John



The TRIM function was designed to trim the 7-bit ASCII space character (value 32) from text. In the Unicode character set, there is an additional space character called the nonbreaking space character that has a decimal value of 160. This character is commonly used in Web pages as the HTML entity, . By itself, the TRIM function does not remove this nonbreaking space character.

Removes all spaces from text except for single spaces between words. Use TRIM on text that you have received from another application that may have irregular spacing.

UNICHAR(number)

Excel 2013

=UNICHAR(67)

C



The Unicode character that is returned can be a string of characters, for example in UTF-8 or UTF-16 codes.

Returns the Unicode character that is referenced by the given numeric value.

UNICODE(text)

Excel 2013

=UNICODE("C")

67

=UNICODE("Cheater")

67

Returns the number (code point) corresponding to the first character of the text.

UPPER(text)

=UPPER("Cheater")

CHEATER

=UPPER("john")

JOHN

Converts text to uppercase.

VALUE(text)

=VALUE("\$9,999")

9999

=VALUE("14:12")

0.5916666667



Text can be in any of the constant number, date, or time formats recognized by Microsoft Excel. If text is not in one of these formats, VALUE returns the #VALUE! error value.



You do not generally need to use the VALUE function in a formula because Excel automatically converts text to numbers as necessary. This function is provided for compatibility with other spreadsheet programs.

Converts a text string that represents a number to a number.



www.cheaterjohn.com