



EXCEL CHEAT SHEET

TEXT FUNCTIONS

Function /
Syntax

Description

=CONCAT (text1, [text2],...)

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

=TEXTAFTER(text,delimiter,[instance_num],[match_mode],[match_end],[if_not_found])

Returns text that occurs after given character or string.

=FIND (find_text, within_text, [start_num])

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.

=TEXTBEFORE (text,delimiter,[instance_num],[match_mode],[match_end],[if_not_found])

Returns text that occurs before a given character or string.

=REPLACE (old_text, start_num, num_chars, new_text)

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

=TEXTJOIN (delimiter, ignore_empty, text1, [text2], ...)

Function combines the text from multiple ranges and/or strings, and includes a delimiter you specify between each text value that will be combined.

=RIGHT (text,[num_chars])

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

=TEXTSPLIT (text,col_delimiter,[row_delimiter],[ignore_empty],[match_mode],[pad_with])

The TEXTSPLIT function works the same as the Text-to-Columns wizard, but in formula form. It allows you to split across columns or down by rows. It is the inverse of the TEXTJOIN function.

=LEFT (text, [num_chars])

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

=CLEAN (text)

Removes all nonprintable characters from text. Use CLEAN on text imported from other applications that contains characters that may not print with your operating system.

=TRIM (text)

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.

=LEN (text)

Returns the number of characters in a text string.

(Text functions are used to modify or manipulate text strings for various situations)