**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&"."