Spreadsheets

Extracting & Concatenate

100

http://www.yahmad.co.uk/

Extracting & Concatenate

Objectives

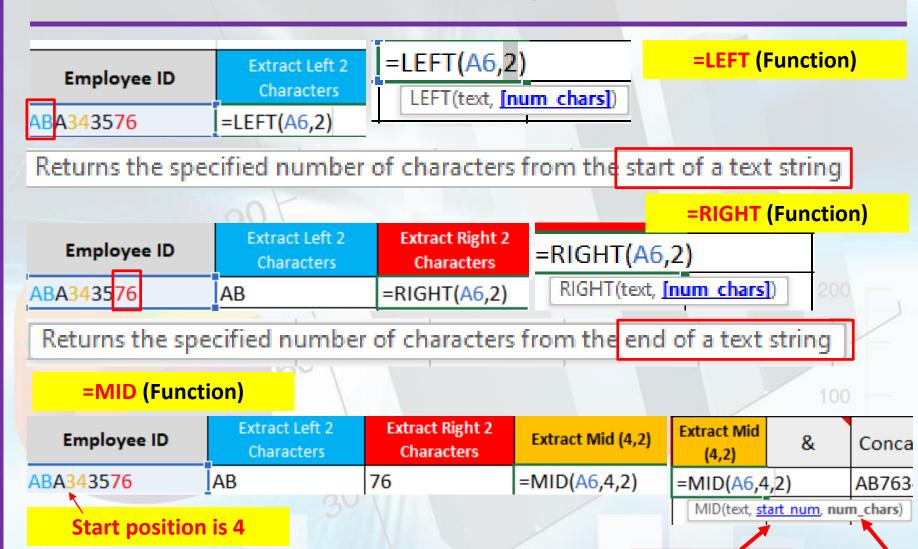
To understand the use of the Left, Right and Mid Function.

To understand how to concatenate multiple values into one cell.

To understand the use of the Value Function to extract values from a text string.

Outcomes	Time
Pupils will complete the following activities:	
 Task 1: Extracting Characters (LEFT, RIGHT, MID) 	
Task 2: CONCATENATE	
Task 3: UPPER & LOWER	
Task 4: VALUE Function	

Task 1 - Extracting Characters



Returns the characters from the middle of a text string, given a starting position and length

Task 2- Concatenate Values

& is used to combine text from multiple cells into one cell

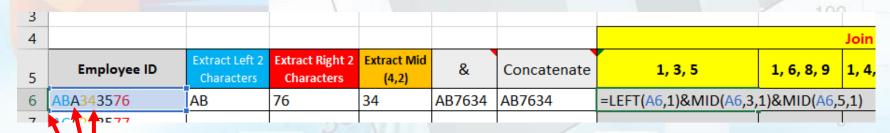
Employee ID	Extract Left 2 Characters	Extract Right 2 Characters Extract Mid (4,2)		&	
ABA343576	AB	76	34	=B6&C6&D6	

=CONCATENATE (Function)

Joins several text strings into one text string

Employee ID	Extract Left 2 Characters	Extract Right 2 Characters	Extract Mid (4,2)	&	Concatenate	1,
ABA343576	AB	76	34	AB7634	=CONCATENATE(B6,C	6,D6)

Extracting Functions and & can be used to combine text from multiple cells.



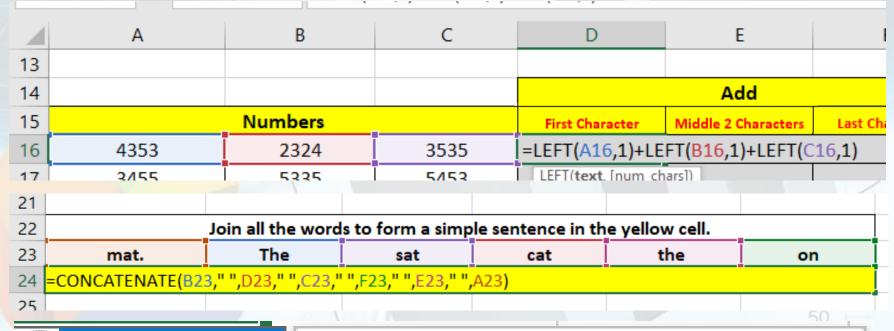
=LEFT(A6,1)&MID(A6,3,1)&MID(A6,5,1)

1, 3, 5 characters extracted

AA4

Task 2- Concatenate Values

+ is used to add values extracted from multiple cells into one cell





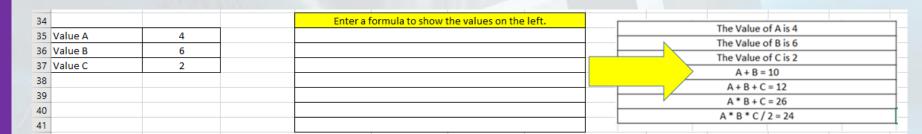
Joins several text strings into one text string

=CONCATENATE(

CONCATENATE(text1, [text2], ...)

Values are separated by speech marks

Task 2- Concatenate Values



Text String is

="The Value of A is "&B35

Cell Value

Text Strings in speech marks can also be joined (CONCATENATED) with values or calculations from cells.

- ="The Value of A is "&B35
- ="The Value of B is "&B36
- ="The Value of C is "&B37
- ="A + B = "&B35+B36
- ="A + B + C = "&B35+B36+B37
- ="A * B + C = "&(B35*B36)+B37
- ="A * B * C / 2 = "&(B35*B36*B37)/2

Task 3- Upper and Lower Function



Converts a text string to all uppercase letters

		Upper and Lower Functions			
First Name	Surname	Example 1	Example 2	Example 3	Example 4
Yasar	Ahmad	Y Ahmad	AHMAD: Yasar	Yasar A	Ayas
Billy	Jones		BILLY: Jones		

Billy Jones =UPPER(A61)&": "&B61

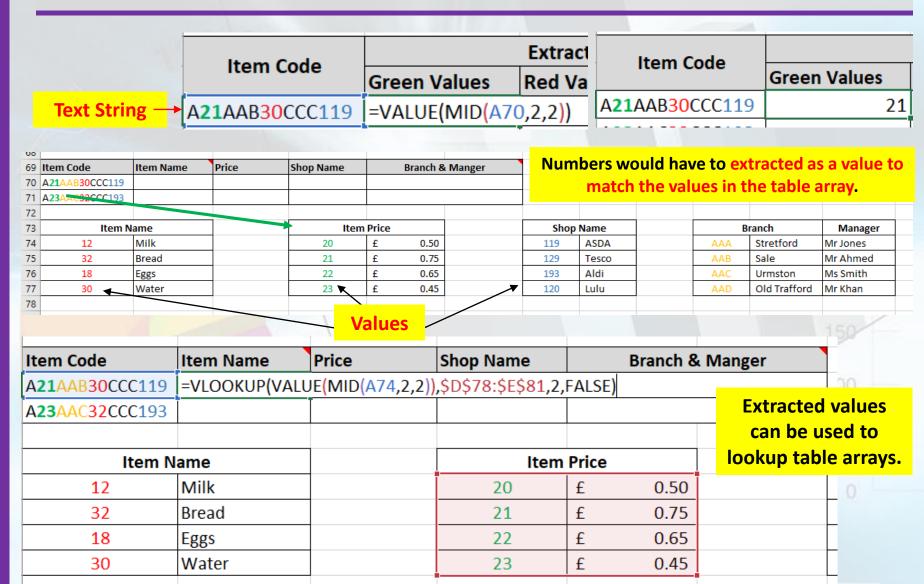


Converts all letters in a text string to lowercase

		Upper and Lower Functions			
First Name	Surname	Example 1	Example 2	Example 3	Example 4
Yasar	Ahmad	Y Ahmad	AHMAD: Yasar	Yasar A	Ayas
Billy	Jones		BILLY: Jones		Bjon

=LEFT(A61,1)&"--"&LOWER(LEFT(B61,3))

Task 4- Value Function



Plenary – Refer to the Lesson Objectives

Objectives

To understand the use of the Left, Right and Mid Function.

To understand how to concatenate multiple values into one cell.

To understand the use of the Value Function to extract values from a text string.

Plenary Task

- 1. Review the use of the following functions:
 - LEFT, RIGHT, MID
 - CONCATENATE
 - UPPER & LOWER
 - VALUE