

## Practice Exercise 7: Text Functions

### Instructions: LEFT, RIGHT, MID, SEARCH

1. Using text to column function, convert cell A2 to multiple columns
2. Copy the values in a transposed order using Paste Special
3. Remove the trailing spaces using TRIM
4. Using the **LEFT** function get the username
5. Using **LEFT** function get the first name from the username, and using the **RIGHT** function get the last name from the username.
6. Some first names have 2 names in them. Using **MID** and **SEARCH** function let us extract the second name.

### Instructions: REPLACE and SUBSTITUTE

1. Go to Sheet2.
2. Using the **REPLACE** function, we will update the format to "111-111-111", by entering the formula in cell B2. **=REPLACE(REPLACE(A2,4,0,"-"),8,0,"-")**
3. Scroll down to cell A10. Using the **SUBSTITUTE** function, we will replace the "PR" with "Project", "ML" with Milestone, and "T" with "Task"
4. In cell B10, enter the formula: **=SUBSTITUTE(SUBSTITUTE(SUBSTITUTE(A10,"PR","Project "), "ML","Milestone "), "T", "Task ")**

### Instructions: CONCATENATE and TEXTJOIN

1. Go to Sheet3. Using the CONCATENATE function, concatenate the values showing in this format **[value1,value2,...,valueN]**
2. Using the TEXTJOIN function, concatenate the values showing in this format **[value1,value2,...,valueN]**