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## Use of Trim, Length and Proper Function in MS Excel

### Microsoft Excel

#### Module 31 - Use of Trim, Length and Proper Function in MS - Excel



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#### LEN Function in Excel

The LEN function returns the number of characters in the text strings.

Syntax:

=LEN(text)



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#### Parameters:

Example: =LEN("Hello") would return 5.

Text: The text we want to know the length



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#### How to use LEN Function in Excel?

##### Step 1: Format your data.

Now if you want to know how many characters are in the text "Welcometoabhyas". Let us follow the next step.

##### Step 2: Enter Formula

We will enter =LEN(B2) in the B3 cell. Excel will count how many characters are in the text.

##### Step 3: This will return 15



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#### TRIM Function

The TRIM function is premade in Excel and used to remove irregular text spacing and keep single spaces between words.

It is typed =TRIM

If you want to use the function on a single cell, write:

=TRIM(cell)



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If you want to use the function on a range of cells, write:

=TRIM(start cell:end cell)



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**How to Use TRIM Function?**

**Step 1: Start the TRIM function**

- Select a cell E2
- Type =TRIM

	A	B	C	D	E
1	<b>Name</b>	<b>Type 1</b>	<b>Total stats</b>		
2	Mankey	Fighting	305		=TRIM
3	Poliwrath	Water	510		TRIM
4	Victreebel	Grass	490		TRIMMEAN
5	Tentacool	Water	335		
6	Magnetron	Electric	465		
7	Dewgong	Water	475		
8	Cloyster	Water	525		
9	Onix	Rock	385		
10	Dragonair	Dragon	420		
11	Pidgeotto	Normal	349		
12	Rattata	Normal	253		
13	Beedrill	Bug	395		
14	Doduo	Normal	310		
15	Kingler	Water	475		
16	Nidoqueen	Poison	505		
17	Hitmonchan	Fighting	455		
18	Charmeleon	Fire	405		
19	Arbok	Poison	438		
20	Gastly	Ghost	310		
21	Magikarp	Water	200		

**Step 2: Select a range of cells to be used in the TRIM function:**

- Select a range (A2:C21)
- Hit enter

	A	B	C	D	E	F
1	<b>Name</b>	<b>Type 1</b>	<b>Total stats</b>			
2	Mankey	Fighting	305		=TRIM(A2:C21)	
3	Poliwrath	Water	510		TRIM (text)	
4	Victreebel	Grass	490			
5	Tentacool	Water	335			
6	Magnetron	Electric	465			
7	Dewgong	Water	475			
8	Cloyster	Water	525			
9	Onix	Rock	385			
10	Dragonair	Dragon	420			
11	Pidgeotto	Normal	349			
12	Rattata	Normal	253			
13	Beedrill	Bug	395			
14	Doduo	Normal	310			
15	Kingler	Water	475			
16	Nidoqueen	Poison	505			
17	Hitmonchan	Fighting	455			
18	Charmeleon	Fire	405			
19	Arbok	Poison	438			
20	Gastly	Ghost	310			
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The function returns a dataset formatted without irregular spaces:

	A	B	C	D	E	F	G
1	<b>Name</b>	<b>Type 1</b>	<b>Total stats</b>				
2	Mankey	Fighting	305		Mankey	Fighting	305
3	Poliwrath	Water	510		Poliwrath	Water	510
4	Victreebel	Grass	490		Victreebel	Grass	490
5	Tentacool	Water	335		Tentacool	Water	335
6	Magnezon	Electric	465		Magnezon	Electric	465
7	Dewgong	Water	475		Dewgong	Water	475
8	Cloyster	Water	525		Cloyster	Water	525
9	Onix	Rock	385		Onix	Rock	385
10	Dragonair	Dragon	420		Dragonair	Dragon	420
11	Pidgeotto	Normal	349		Pidgeotto	Normal	349
12	Rattata	Normal	253		Rattata	Normal	253
13	Beedrill	Bug	395		Beedrill	Bug	395
14	Doduo	Normal	310		Doduo	Normal	310
15	Kingler	Water	475		Kingler	Water	475
16	Nidoqueen	Poison	505		Nidoqueen	Poison	505
17	Hitmonchan	Fighting	455		Hitmonchan	Fighting	455
18	Charmeleon	Fire	405		Charmeleon	Fire	405
19	Arbok	Poison	438		Arbok	Poison	438
20	Gastly	Ghost	310		Gastly	Ghost	310
21	Magikarp	Water	200		Magikarp	Water	200

**Step 3) Use the TRIM function with spacing between text:**

Use =TRIM function by following the steps in the example above to format the text:

	A
1	A wild Mankey appeared!
2	=TRIM(A1)
3	

The text looks much better now!

	A
1	A wild Mankey appeared!
2	A wild Mankey appeared!
3	

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**Proper() in Excel**

Proper is the function is the string function in excel. It converts the word's first letter in a specified cell in uppercase and rests alphabets in lowercase. If there is more than one word, the first letter of each word will be converted into uppercase.

**Examples**

**Example 1: To convert the first letter in uppercase in the list of name of fruits.**

Consider the below steps:

Click on the first cell of the Proper function column, as shown below:

Name of fruits	proper function
apple	
Mango	
orange	
pineapple	
peach	

Type '=PROPER(B4).'

Name of fruits	proper function
apple	=PROPER(B4)
Mango	
orange	
pineapple	
peach	

↑

Press Enter. The proper form of the given name will appear. It will be the same word, but with the first letter as Uppercase. If the first letter is already in uppercase, no changes will occur.

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To correct the format of other cells, we can randomly use the formula one by one on each cell. Otherwise, we can drag the cursor from the bottom right corner of the first cell to the last cell of the column, as shown below:

Name of fruits	proper function
apple	Apple
Mango	
orange	
pineapple	
peach	

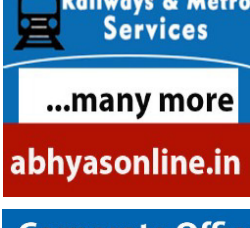
Name of fruits	proper function
apple	Apple
Mango	Mango
orange	Orange
pineapple	Pineapple
peach	Peach

**Example 2: To convert the first letter in uppercase in the list of mountains.**  
Here, we can see that these are the names of top high mountains as given in the data in excel. We will follow the same steps, as discussed above. Consider the below steps:  
Click on the first cell of the Proper function column and type '=PROPER(E4).'

Name of mountains	proper function
Mount everest	=proper(E4)
mount bamba	
mount kenya	
mount meru	

The select cell is shown enclosed in the blue boundary.

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**Use of Trim, Length and Proper Function in MS Excel**

Press Enter. The proper form of the given name will appear, as shown below:

Name of mountains	proper function
Mount everest	Mount Everest
mount bamba	
mount kenya	
mount meru	

Drag the cursor from the bottom right corner of the first cell to the last cell of the column, as shown below:

Name of mountains	proper function
Mount everest	Mount Everest
mount bamba	Mount Bamba
mount kenya	Mount Kenya
mount meru	Mount Meru

**Assignment**

ID	Name	City	Address	Phone Number
1	Rajesh Kumar	New York	123 5th Avenue, Apt 101	123-456-7890
2	Priya Sharma	San Francisco	123, Market St. #22	987-654-3210
3	Amit Patel	Los Angeles	789 Ocean Blvd. Suite 200	555-123-9876
4	Neha Gupta	Boston	145 Park Ave, Apt 19	333-444-5555
5	Ravi Mehta	Chicago	234 State St. Ste 5	444-555-6666
6	Sita Rao	Miami	50 Beach Rd. Apt 2C	777-888-9999

**Tasks:**

- Find the length of the Address column for each person using the LEN function. Add extra spaces before and after names in the Name column. Then, use the TRIM function to remove unnecessary spaces. Convert all names in the Name column to Proper Case (where the first letter of each word is capitalized) using the PROPER function.