

Microsoft Excel

Module 24 - Use of Upper, Lower, Left and Right Function in MS Excel

Upper, Lower, Left and Right Function in MS Excel:

In MS Excel, UPPER, LOWER, LEFT, and RIGHT functions are used for text manipulation. UPPER converts text to uppercase, LOWER to lowercase, LEFT extracts characters from the beginning, and RIGHT extracts characters from the end of a text string.

The UPPER, LOWER, LEFT, and RIGHT functions in Microsoft Excel are commonly used for manipulating text, cleaning data, or formatting it for better presentation. Here are their uses in various real-world:

1. UPPER Function

• **Purpose:** Converts all letters in a text string to uppercase (capital letters).

• Where to Use:

○ **Standardizing Text Input:** If you're dealing with inconsistent case (mix of upper and lower case), you might use UPPER to standardize everything in uppercase.

○ **Example Use Case:**

▪ **Names:** If you have a list of names like "john", "MAY", "susan", you can use UPPER to make all names uniform, e.g., =UPPER(A1) results in "JOHN", "MAY", "SUSAN".

▪ **Creating Titles or Headings:** You may want titles, product names, or headings to appear in uppercase for consistency. For example, converting text to uppercase for headers in reports.

**Formula:** =UPPER(A1)

**Example:** (If A1 contains "hello", this will return "HELLO".)

2. LOWER Function

• **Purpose:** Converts all letters in a text string to lowercase (small letters).

• Where to Use:

○ **Standardizing Case:** If data has mixed case (upper and lower), and you need everything in lowercase.

○ **Example Use Case:**



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- **Email Validation:** You might want to convert email addresses into lowercase to ensure uniformity. For instance, a user might enter "JohnDoe@GMAIL.com" in different cases, and you can use LOWER to standardize it to "johndoe@gmail.com".
- **Creating Uniform Text in Reports:** For addresses, cities, or other text-based data where lowercase is the desired format.

**Formula:** =LOWER(A1)

**Example:** (If A1 contains "HELLO", this will return "hello".)

**3. LEFT Function**

- **Purpose:** Extracts a specified number of characters from the left side (beginning) of a text string.

- **Where to Use:**

- **Extracting Parts of Text:** Use the LEFT function when you need to extract a specific portion of text from the beginning of a string.

- **Example Use Case:**

- **Extracting Area Codes from Phone Numbers:** If you have a column of phone numbers like "123-456-7890", you can use LEFT to extract the area code. Example: =LEFT(A1, 3) would return "123".

- **Extracting First N Characters:** If you want to extract the first few characters from product codes, invoices, or SKU numbers (e.g., extracting the first 4 digits of an ID number).

**Formula:** =LEFT(A1, 4)

**Example:** (If A1 contains "abcdef", this will return "abcd".)

**4. RIGHT Function**

- **Purpose:** Extracts a specified number of characters from the right side (end) of a text string.

- **Where to Use:**

- **Extracting Text from the End:** Use the RIGHT function when you need to extract a specific portion of text from the end of a string.

- **Example Use Case:**

- **Extracting Last N Digits from a Code or ID:** If you have a column of employee IDs like "EMP12345", and you want to extract the last 4 digits, you can use =RIGHT(A1, 4) which would return "2345".

- **File Extensions:** If you have file names and want to extract the file extension (e.g., ".docx", ".jpg"), you can use RIGHT to get the last few characters. For instance, =RIGHT(A1, 4) where "filename.docx" would return ".docx".

- **Extracting Suffix from Product Codes:** If product codes have a standard suffix (e.g., "-X", "-A1"), you can extract it using RIGHT.

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Formula: =RIGHT(A1, 3)

Example: (If A1 contains "abcdef", this will return "def".)

**Practical Use Cases**

1. **Standardizing Text:**

○ If you're importing data from multiple sources, text might be in various cases (upper, lower, mixed). Use UPPER or LOWER to clean and standardize it.

2. **Extracting Data from Codes or IDs:**

○ If you have structured data, like product codes or employee IDs, and you need specific portions (like first few digits, last few characters), you can use LEFT and RIGHT to extract the required part.

3. **Address or Name Formatting:**

○ To ensure uniformity, you might use UPPER for formatting names or addresses consistently.

4. **File Management:**

○ Extract file extensions with RIGHT or LEFT functions, or split data into components using a combination of LEFT, RIGHT, MID, etc.

**Examples of Combined Use:**

• **Case Standardization in Addresses:** If you have a column with addresses like "new york", and you want the first letter of each word to be uppercase, you can combine PROPER (a different function) with UPPER and LOWER to fix case inconsistencies.

• **Extracting Text with Multiple Functions:** To extract specific data from a code or string, you can nest LEFT and RIGHT functions. For example, extracting a portion of text from the middle of a string:

○ Example: =MID(A1, 3, 5) extracts 5 characters starting from the 3rd character. These functions are powerful tools for text manipulation, making them essential in tasks like data cleaning, analysis, and text formatting in Excel.

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ASSIGNMENT

	C	D	E
6	FULL NAME		FIRST NAME
7	Talon Ferguson	Talon	
8	Doris Velez	Doris	
9	John Michaloudis	John	
10	Cain Sawyer	Cain	
11	Giacomo Trujillo	Giacomo	
12	Holly Coffey	Holly	
13			

From the above table Use the Upper, Lower, Left and Right function

