

HelpSheet: TEXT Function

Introduction

Background

Many of the Functions contained in Excel are only partially used. Consequently their effect is diluted and the reports which use them are not as powerful as they should be.

Hit The Ground Sprinting are producing a series of videos which, when used in conjunction with a Helpsheet such as this, will fully explore not only individual Excel Functions but will also examine how different Functions can be combined for even more effective reporting and the introduction of End User interactivity.

If you have not read the Helpsheet How Single Functions Work we suggest you do so before commencing this Helpsheet, as the theory behind how Functions work will help your understanding of the process.

Introduction

This helpsheet should be used in conjunction with the TEXT video produced by Hit The Ground Sprinting details of which can be found at www.hitthegroundsprinting.com

Function Purpose

The Function converts a value to text in a specific number format. The value is normally a date.

Video Commentary

Watch the Video, read the Helpsheet. Watch the Video again and do examples.

The video explains how to convert a date to text so that reports can have dates with words in them and a different format.

Text

This video shows how we can convert a date to text.

We have put a date in to cell 'C3', 3rd April 1956, and in Cells 'C4' to 'C13' have used the TEXT function to return various versions of the date but converted to text.

It is possible to have:

- 1) Long day and months (when the whole word is returned).
- 2) Short days and months (where only the first three letters are returned)
- 3) Days and month with double digits (where the single digit days and months are preceded by a '0', so that January is '01' etc. This is useful for sorting).
- 4) Days and months with single digits (where single digit days and months are not preceded by a '0')
- 5) Insertion of backslashes and spaces.
- 6) Combinations of all the above.
- 7) Other combinations not dealt with here.

A full breakdown of 1 to 6 above is given below.

Sample Date	03/04/1956	Functions
Long Day	Tuesday	=TEXT(D3,"dddd")
Short Day	Tue	=TEXT(D3,"ddd")
Double Number Day	03	=TEXT(D3,"dd")
Single Number Day	3	=TEXT(D3,"d")
Long Month	April	=TEXT(D3,"mmmm")
Short Month	Apr	=TEXT(D3,"mmm")
Double Number Month	04	=TEXT(D3,"mm")
Single Number Month	4	=TEXT(D3,"m")
Backslash Example (Short Year)	3/Apr/56	=TEXT(D3,"d/mmm/yy")
Space Example	Tue 3 April 1956	=TEXT(D3,"ddd d mmmm yyyy")

It is also possible to put a variable value in by linking the TEXT Function to a cell which can change in value. The example changes the date from 3rd April 1956 (which was a Tuesday) to 12th December 2012 (which was a Wednesday)

As practice makes perfect apply the above at every practical opportunity

Finally

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