

This and other Helpsheets can be found at [www.hitthegroundsprinting.com](http://www.hitthegroundsprinting.com)

## HelpSheet: TRIM 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 TRIM video produced by Hit The Ground Sprinting details of which can be found at [www.hitthegroundsprinting.com](http://www.hitthegroundsprinting.com)

#### Function Purpose

The Function 'Removes all spaces from a text string except single spaces between words.

#### Video Commentary

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

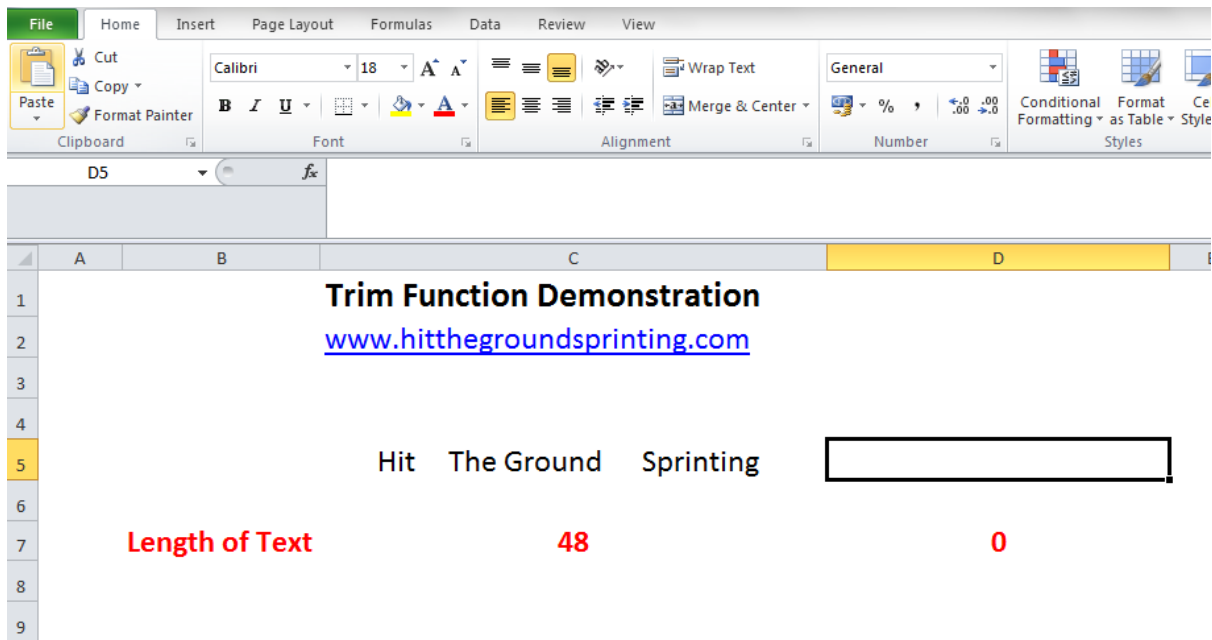
The video explains how to get rid of unwanted spaces in text.

When data is imported into Excel, or sometimes when an Excel workbook is received much of the data contains unwanted spaces. At the beginning of text, at the end of text, and even in the middle of text itself.

This video shows how to use the TRIM Function to get rid of the those spaces in another column. It is then easy to copy and paste the results back to the data itself.

Below is the text as it was imported. It has spaces between the beginning and 'Hit', 'Hit' and 'The' and 'Ground' and 'Sprinting'. It also has spaces after 'Sprinting' as well.

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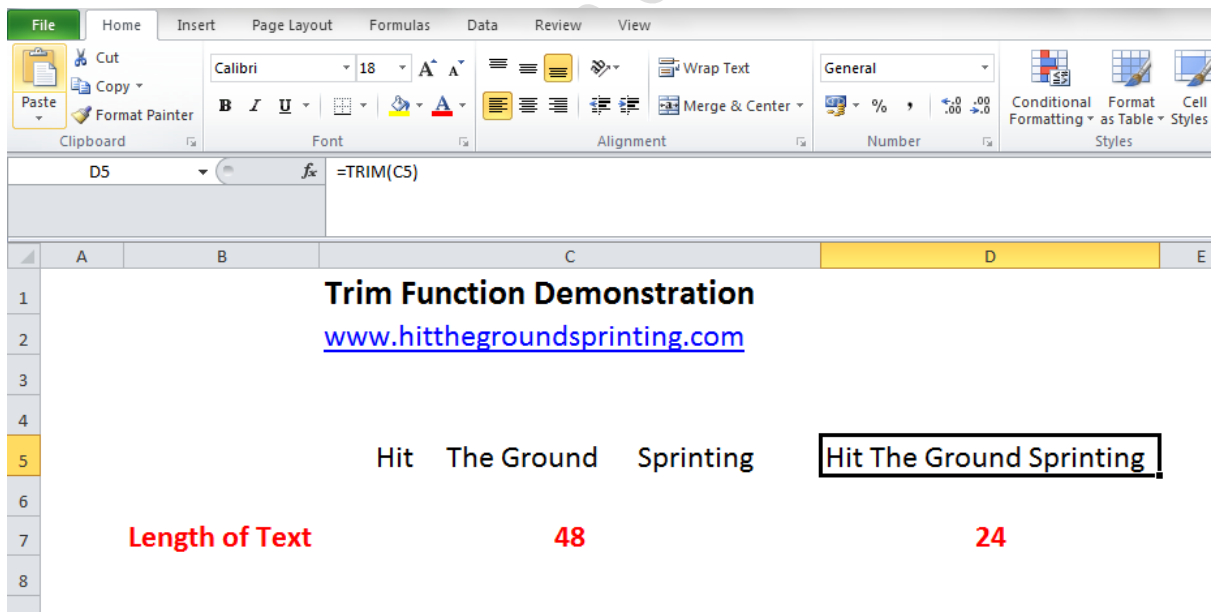


Note that both columns C and D have been adjusted so that they are the exact width of the text.

Also note that at the top in the ribbon the text is aligned to the Left.

The length of the text in Cell 'C5' is 48 characters (using the LEN Function)

The result of putting in the TRIM Function is seen below.



No Extra Spaces are in the same text in cell 'D5', and the length has fallen from 48 characters to 24 characters. Exactly half of the length of the cell.

As practice makes perfect apply the above at every practical opportunity

**Finally**

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