

TEXT Formula in Excel

Usage

The TEXT function in Excel is used to convert a numeric value to text in a specified format. This function is particularly useful for displaying numbers in a specific way (e.g., currency, percentages, dates) while ensuring they are treated as text. It is commonly used in reports and dashboards where formatting consistency is essential.

How to Use

Formula:

plaintext

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```
=TEXT(value, format_text)
```

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- **Parameters:**
 - **value:** The numeric value you want to convert to text.
 - **format_text:** A text string that specifies the format in which you want to display the number. This can include predefined formats such as "0", "0.00", "\$#,##0.00", "mm/dd/yyyy", etc.

Examples:

1. Formatting as Currency:

To format the value in cell A1 as currency:

plaintext

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```
=TEXT(A1, "$#,##0.00") // Converts the number in A1 to a text string formatted as currency
```

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2. Formatting as Percentage:

To display the value in cell B1 as a percentage:

plaintext

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```
=TEXT(B1, "0%") // Converts the number in B1 to a text string formatted as a percentage
```

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3. Formatting as Date:

To convert a date serial number in cell C1 to a text string formatted as a date:

plaintext

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```
=TEXT(C1, "mm/dd/yyyy") // Converts the date in C1 to a text string in the specified date format
```

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4. Custom Number Formatting:

To display a number in a custom format:

plaintext

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```
=TEXT(D1, "00000") // Converts the number in D1 to a five-digit string, adding leading zeros if necessary
```

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Applications

- **Reporting:** Creating formatted reports where numeric values need to be displayed in a specific format for clarity or compliance.
- **Dynamic Text Display:** Combining numbers and text in a single string for labels, titles, or descriptions in dashboards and data visualizations.
- **Data Export:** Preparing data for export where specific formatting is required for better readability or integration with other systems.
- **Improving Readability:** Enhancing the presentation of numerical data by converting it to a more readable text format.