

# MICROSOFT EXCEL TIPS FOR CURATING PRODUCT CONTENT

This cheat sheet was created specifically to assist anyone who curates product content through Microsoft Excel. To read the accompanying blog post, please follow the Salsify blog here:

<http://www.salsify.com/blog>



SALSIFY



SALSIFY

EXCEL FUNCTION

MICROSOFT EXCEL DESCRIPTION

USE CASE

FORMATTING NUMBERS

=CONVERT

Converts a number from one measurement system to another

Very helpful when customizing data for your retail partners, especially those that are international

=FIXED

Rounds a number to the specified number of decimals and returns the result as text with or without commas

Easily normalize your data using this function for consistent presentation

=CLEAN

Removes all unprintable characters from text

Unprintable characters can pop up when data is being moved around to and from different systems

=CONCATENATE

Joins several text strings into one text string

Great for combining columns of information to meet the formatting requirements of your retail partners

=LOWER

Converts all text characters to lowercase

=PROPER

Converts a text string to proper case; the first letter in each word is uppercase; all other letters in lowercase

LOWER, PROPER, and UPPER are important functions to ensure a uniform presentation of data

=UPPER

Converts all text characters to uppercase

=SUBSTITUTE

Replaces existing text with new text in a text string

A quick method for bulk editing

=TEXT

Converts a value to text in a specific number format

For when you need to normalize the format of product codes and other numbers; very helpful for when you need your numbers includes leading zeros

=TRANSPOSE

Converts a vertical range of cells to horizontal or vice versa

Instead of endlessly cutting and pasting, use this function to quickly reformat your data

=TRIM

Removes all spaces from a text string except for single spaces between words

An easy and effective way to normalize your data

=LEN

Returns the number of characters in a text string

=LEFT

Returns the specified number of characters from the start of the text string

=MID

Returns the characters from the middle of the text string, given a starting position and length

=RIGHT

Returns the specified number of characters from the end of the text string

These functions are very helpful when you are trying to split a single column into separate fields (e.g. moving length x width dimensions from one combined column into separate fields)

=COUNTBLANK

Counts the number of empty cells in a specified range of cells

Quickly check to make sure there's no missing information

=EXACT

Checks whether two text strings are exactly the same, and turns TRUE or FALSE (case sensitive)

Confirm duplication of long numbers or written copy

FORMATTING TEXT

CHARACTER COUNTS

QUALITY CONTROL