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WHAT's New?



**Discovering the Undiscovered Features of Excel:  
(Part 1)**

Excel may have played an integral part of your work now. You used it for computation, as database for your data, for graphs and presentation materials. But did you know that there are several essential functions of Excel that are left unknown. Here are some **Undiscovered Functions**.

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## Undiscovered Features of Excel (Part 1)

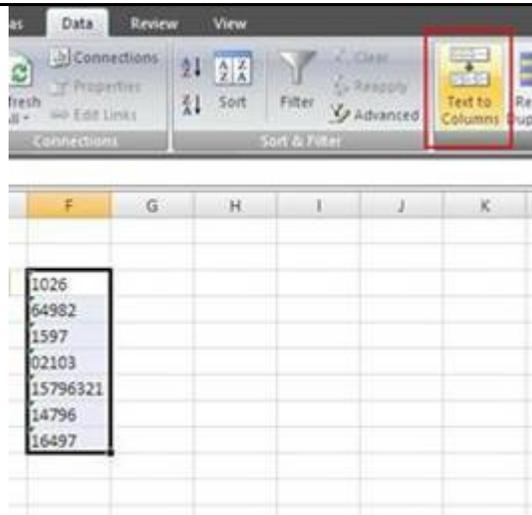
There are some Functions of Excel that are not maximized. Here are some of them:

1. [Joining Text in Multiple Columns](#). For values from several columns to be joined into one, we usually use the **Concatenate Function**. Did you know that there's an alternate and easier way of doing this? You can adjoin text in multiple columns by using the **&** operator.

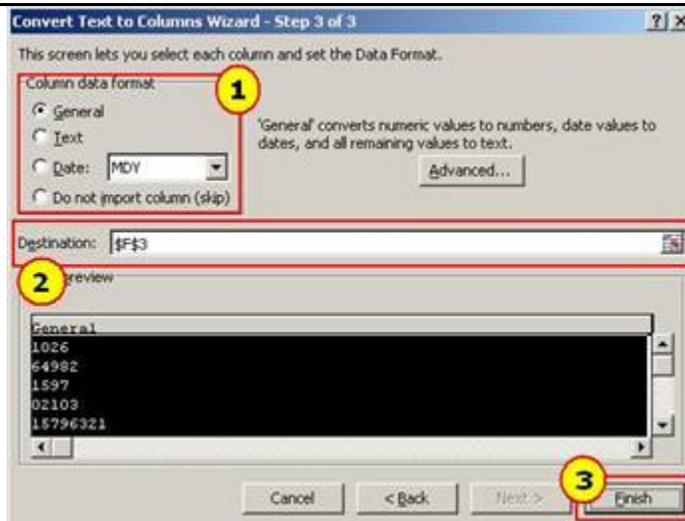
- a. Take a look at our example below. To display the words **"First Second Third"** together, formula will be =CONCATENATE(B2," ",C2," ",D2). Or by using **&** operator the formula will be **=B2&" "&C2&" "&D2**.
- b. Result is:

	A	B	C	D	E
1					
2		First	Second	Third	
3		James	Miles	Delia	
4					
5					
6		First Second Third			
7					
8					

2. [Changing integer text values to number values](#). Did you know that there is a wizard in Excel that can convert range of text columns to numbers? To do this, follow these simple steps:
  - a. Select the range of Cells you want to convert to a number format.
  - b. Go to **Data** menu and select **Text to Columns**



- c. This will display the **Convert Text to Columns Wizard**.
- d. Click **Next** button until you reach Step 3 of the wizard.
- e. In the **Column Data Format Group Box**, click **General**. Then select **Destination**. By default this is equal to the cell range of the original data. If you wish put the converted result to another cell range, simply provide in **Destination** field cell range where result of conversion will be placed.
- f. Click **Finish**.



- g. You can tell whether you successfully converted the text values by viewing the alignment of the number. If the result values are aligned to the right, then values are converted to numbers already. While, Text values are aligned to the left.

F	G	H
1026		1026
64982		64982
1597		1597
02103		2103
15796321		15796321
14796		14796
16497		16497

*Now try using these undiscovered features of Excel and tell us your results.*