

Use the **LEFT()** Function With the *fx* Wizard

The **LEFT()** function extracts a certain number of characters on the left of a given cell.

In the table below, you want to isolate the country name from the "-COUNTRY" suffix:

	A	B	C	D
1	Function: LEFT()			
2				
3		Before	After	
4		France - Country		

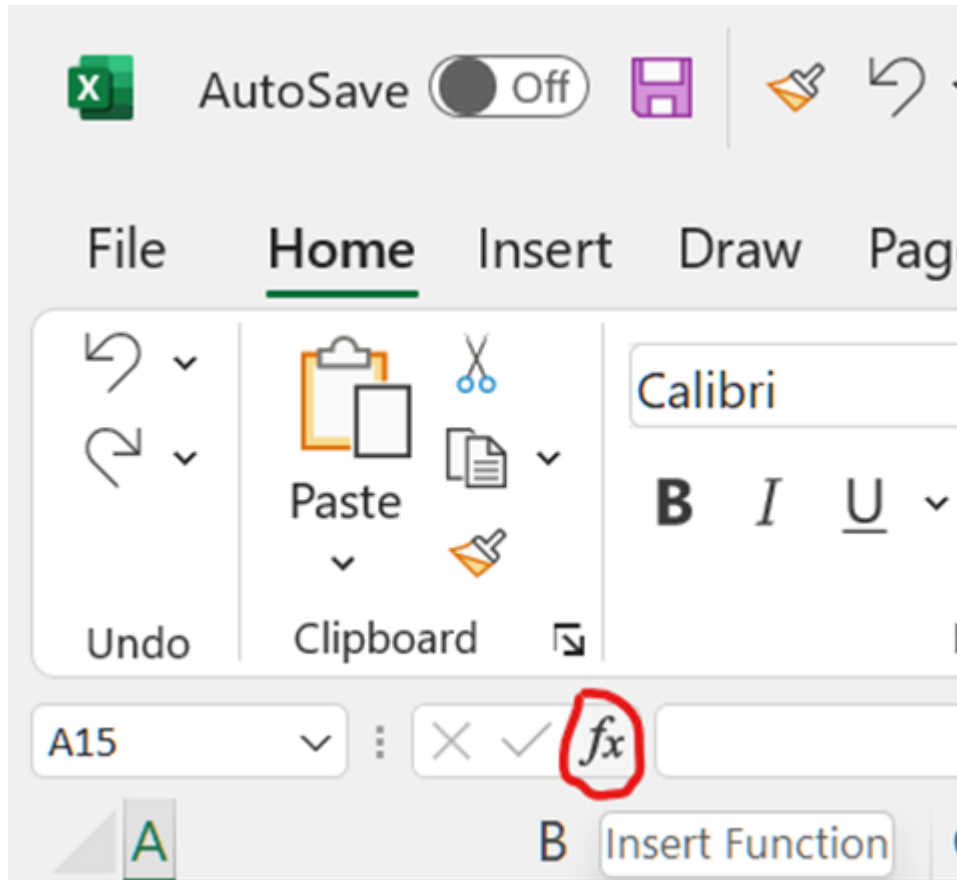
In C4, you want to extract the country name from cell B4

We can therefore extract the first few characters using the **LEFT()** function.

OPENCLASSROOMS

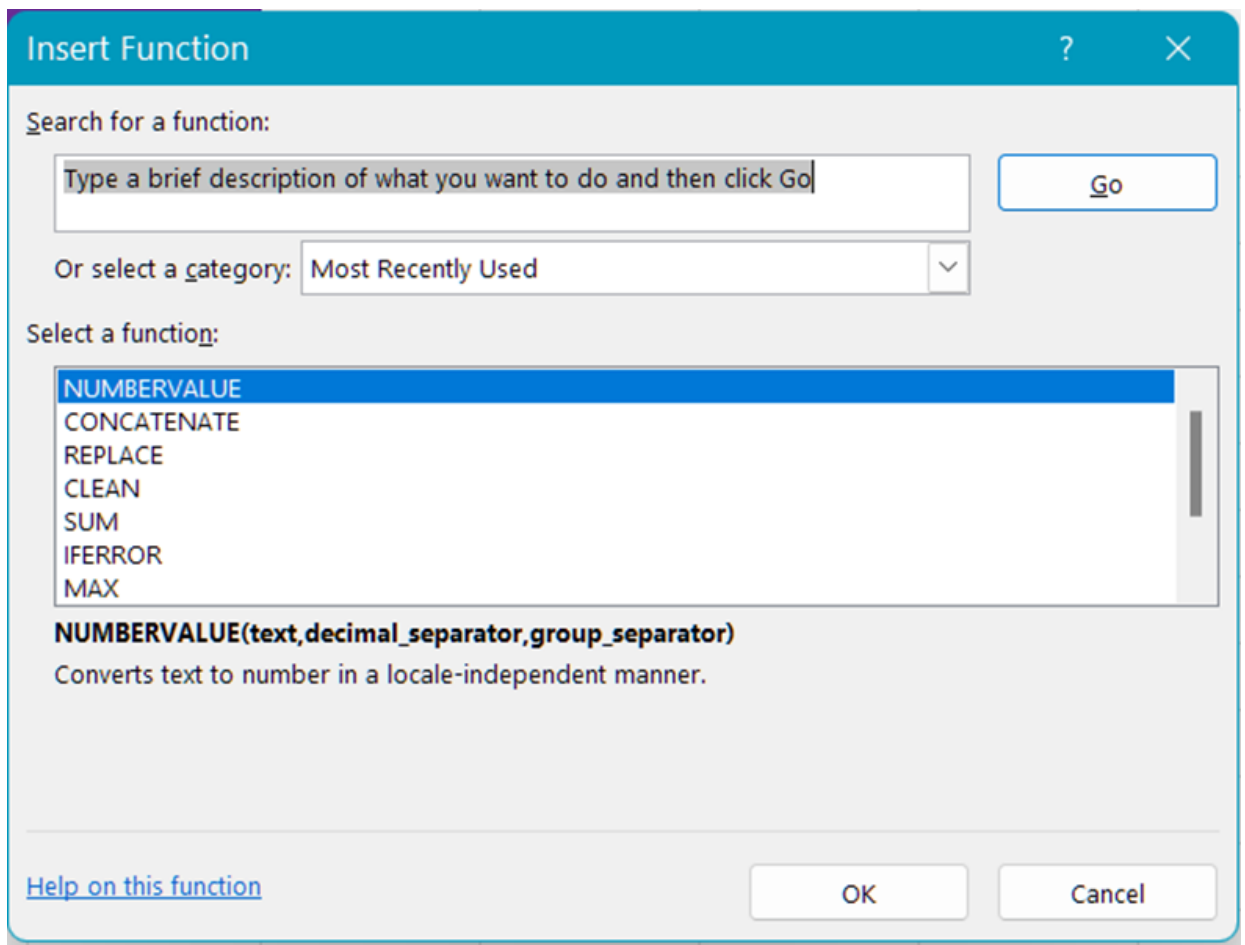
To use this function with the fx wizard:

- Click on the "fx" icon to the left of the formula bar:



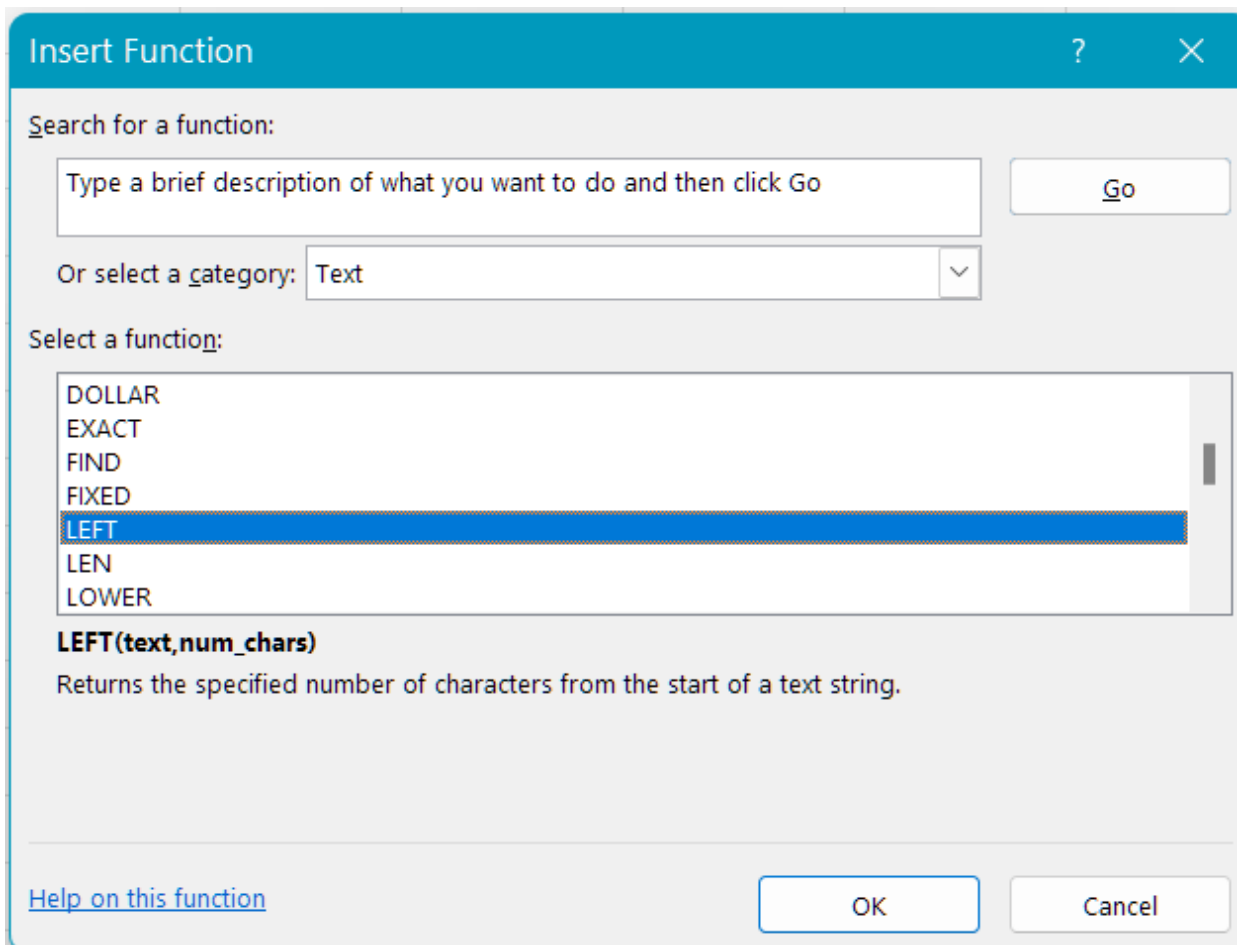
Click on the fx icon shown here in red

- The “Insert Function” dialog box opens up:



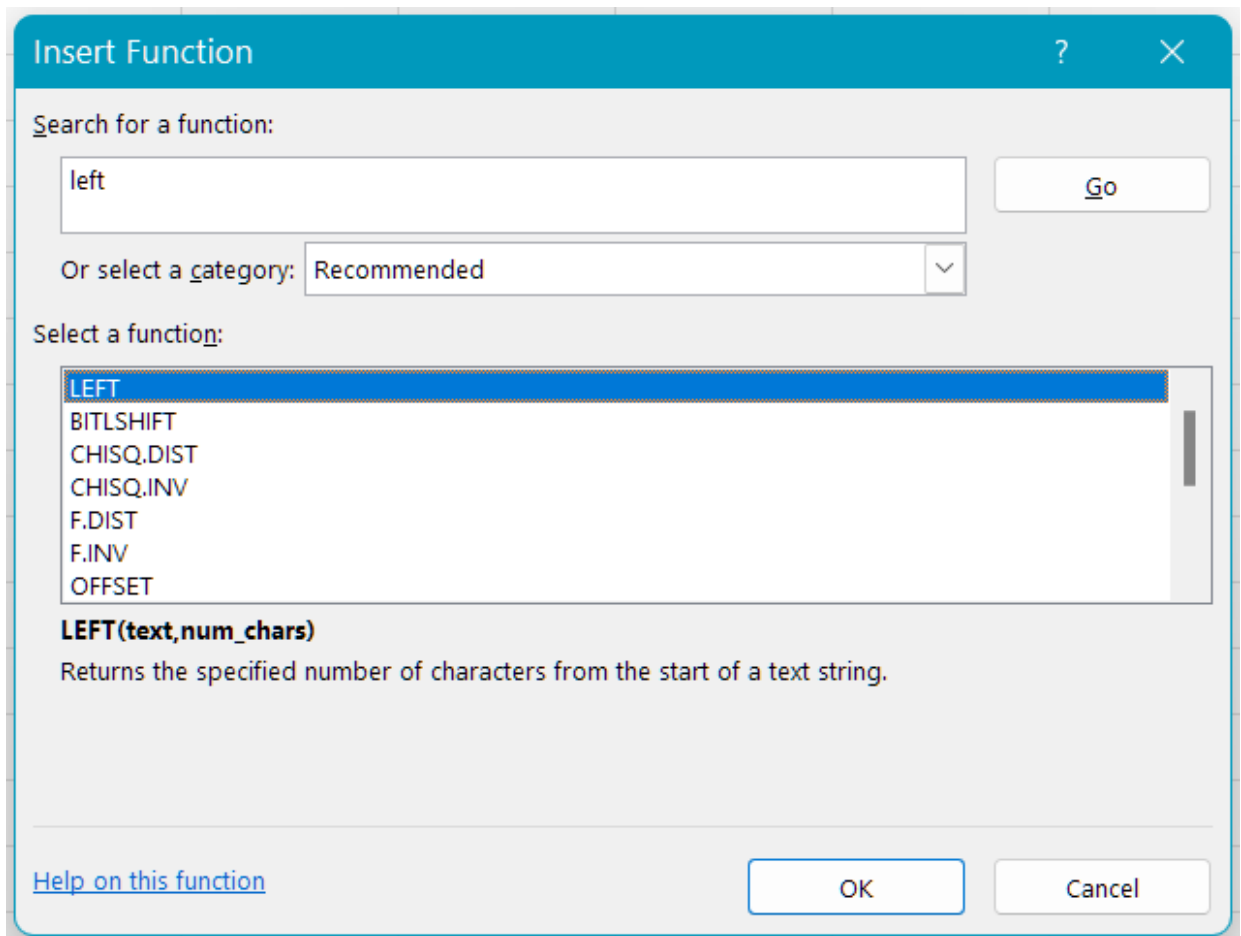
The "fx" icon opens the "Insert Function" dialog box

- Select the function:
 - Either by selecting "LEFT" in the "Text" category.



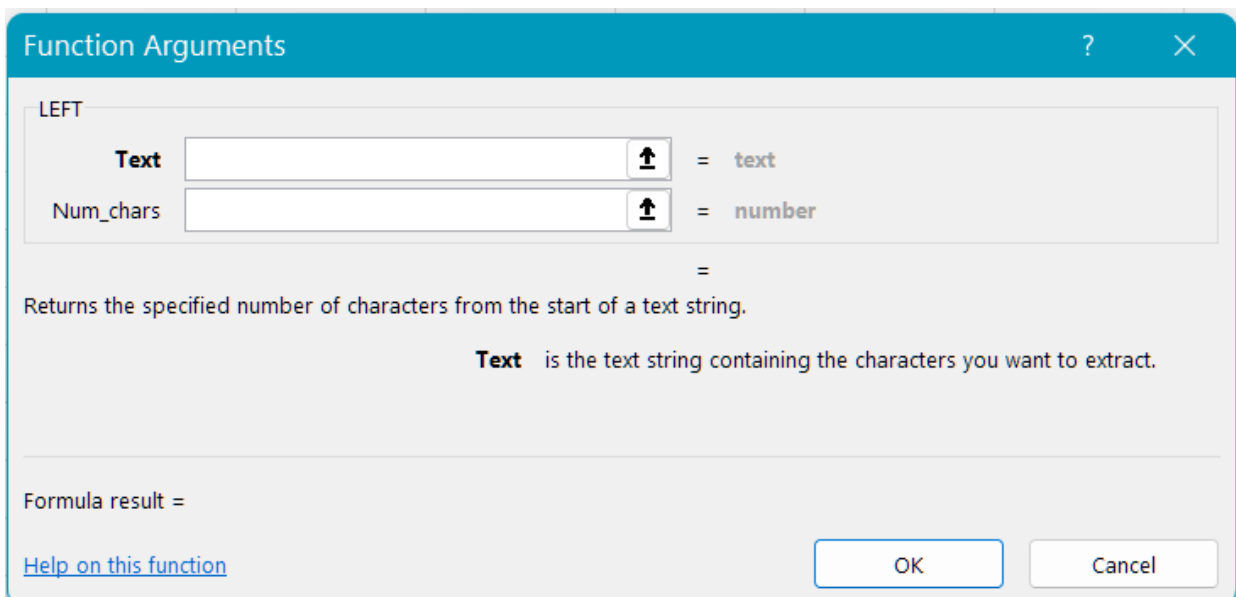
The LEFT() function via the Text category

- Or by typing "left" into the search field.



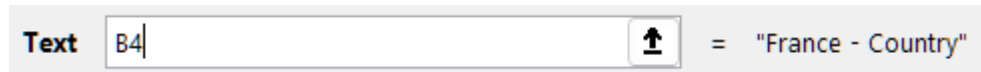
The LEFT() function via the search field

- Click OK.
- The "Function Arguments" dialog box opens up:



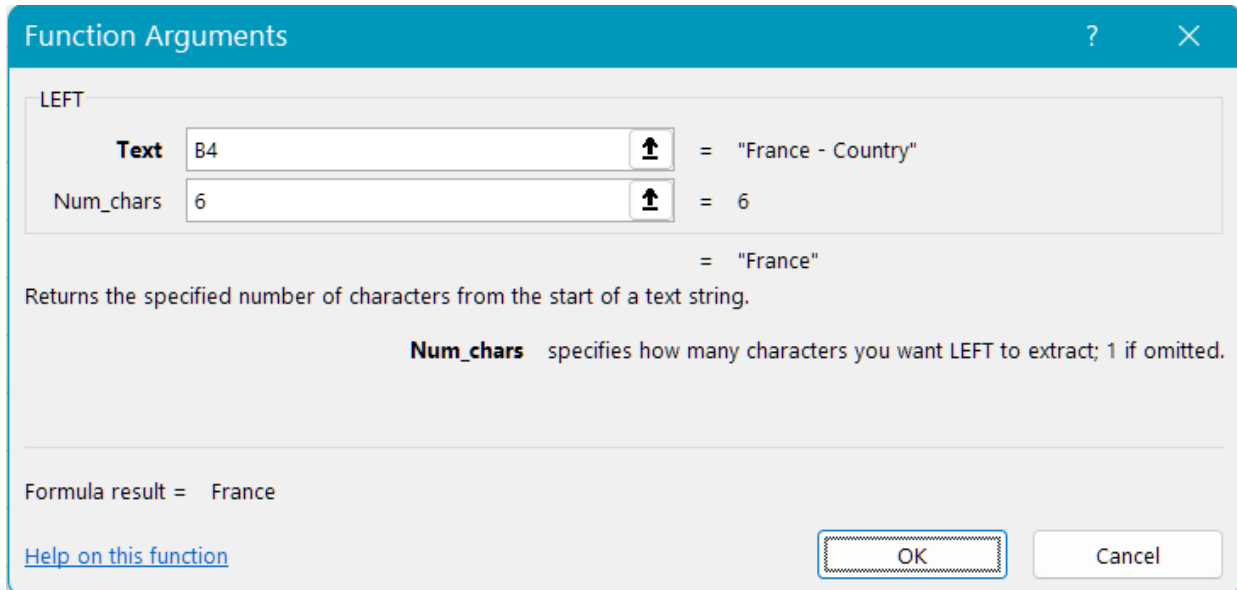
The LEFT() "Function Arguments" dialog box opens up

- Click on the button to the right of the first argument, and select the relevant cell, i.e., B4.



Select the cell containing the relevant text

- In the second argument, enter the number of characters required. In this case, it's six, as the word "France" contains six characters.



Enter the required number of characters into the second argument

- Click OK. Excel has isolated the country name!

	A	B	C	D
1	Function: LEFT()			
2				
3		Before	After	
4		France - Country	France	

The result displays without the suffix: France displays in C4

Ta-da! Now you know how to use the fx wizard to set up this function! 😊

You can also isolate characters to the right of a cell, using the **RIGHT()** function, which works in exactly the same way! 😊