

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

The **LEN()** function counts the number of characters inside a cell, i.e., the number of letters, figures, or spaces entered in a cell.

In the table below, you'll see that cells B4:B8 contain different character types.

	A	B	C	D
1	Function: LEN()			
2				
3		Text	No. of Characters	
4		character		
5		CHARACTER		
6		character		
7		&e'"(-e_ca)= 😊		
8		1234567890		

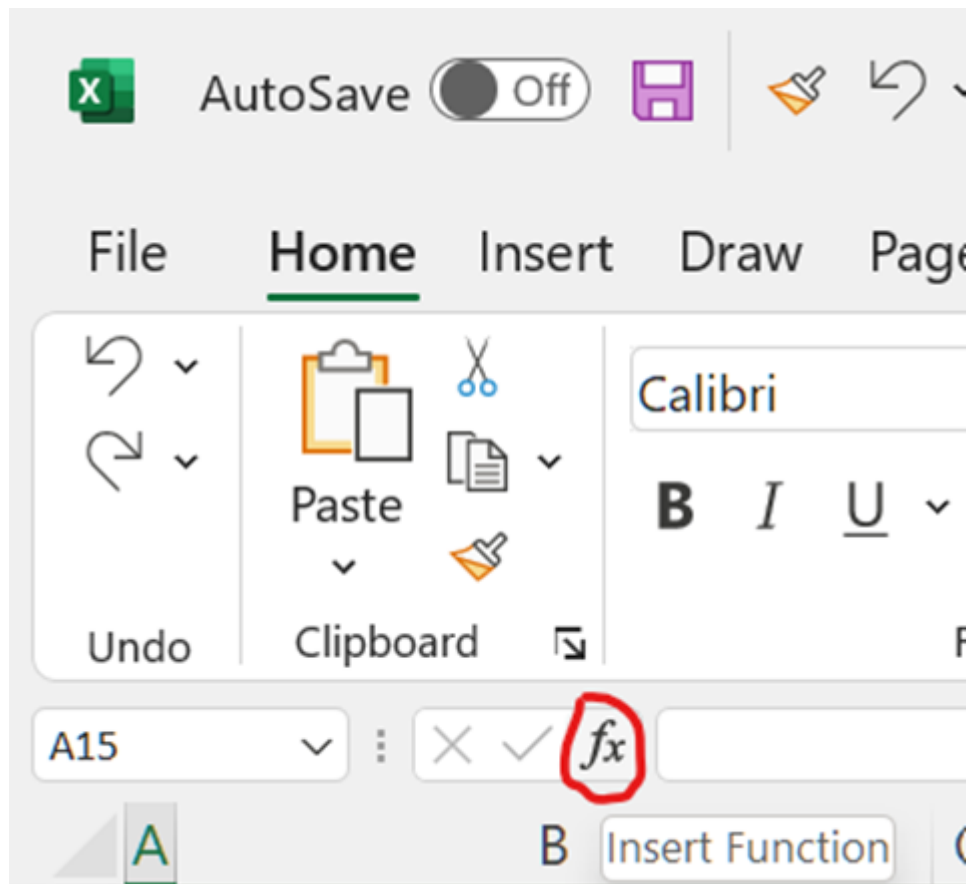
The green cells count the characters from column B

The aim here is to use **LEN()** to count the number of characters in each cell.

To use this function with the *fx* wizard:

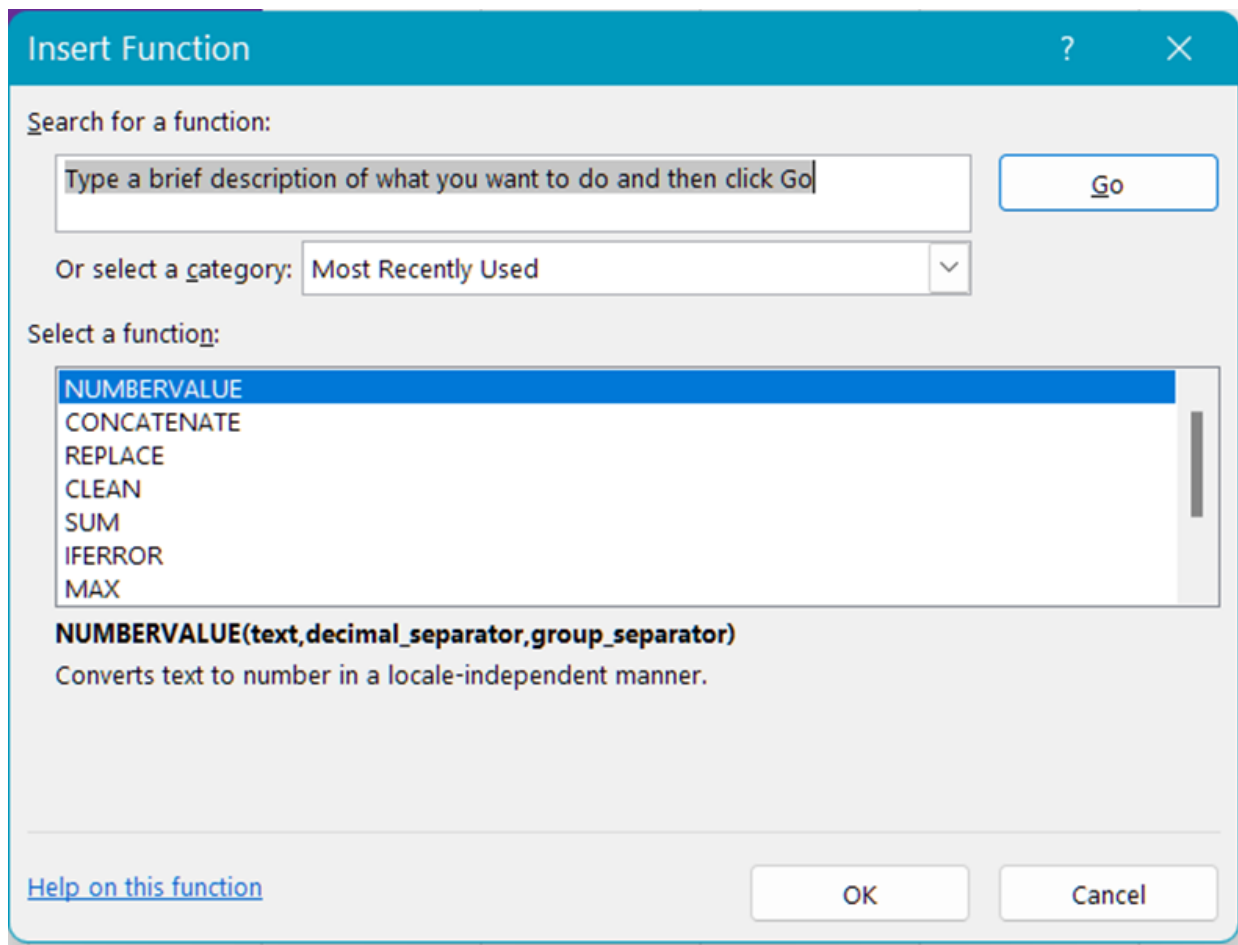
OPENCLASSROOMS

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



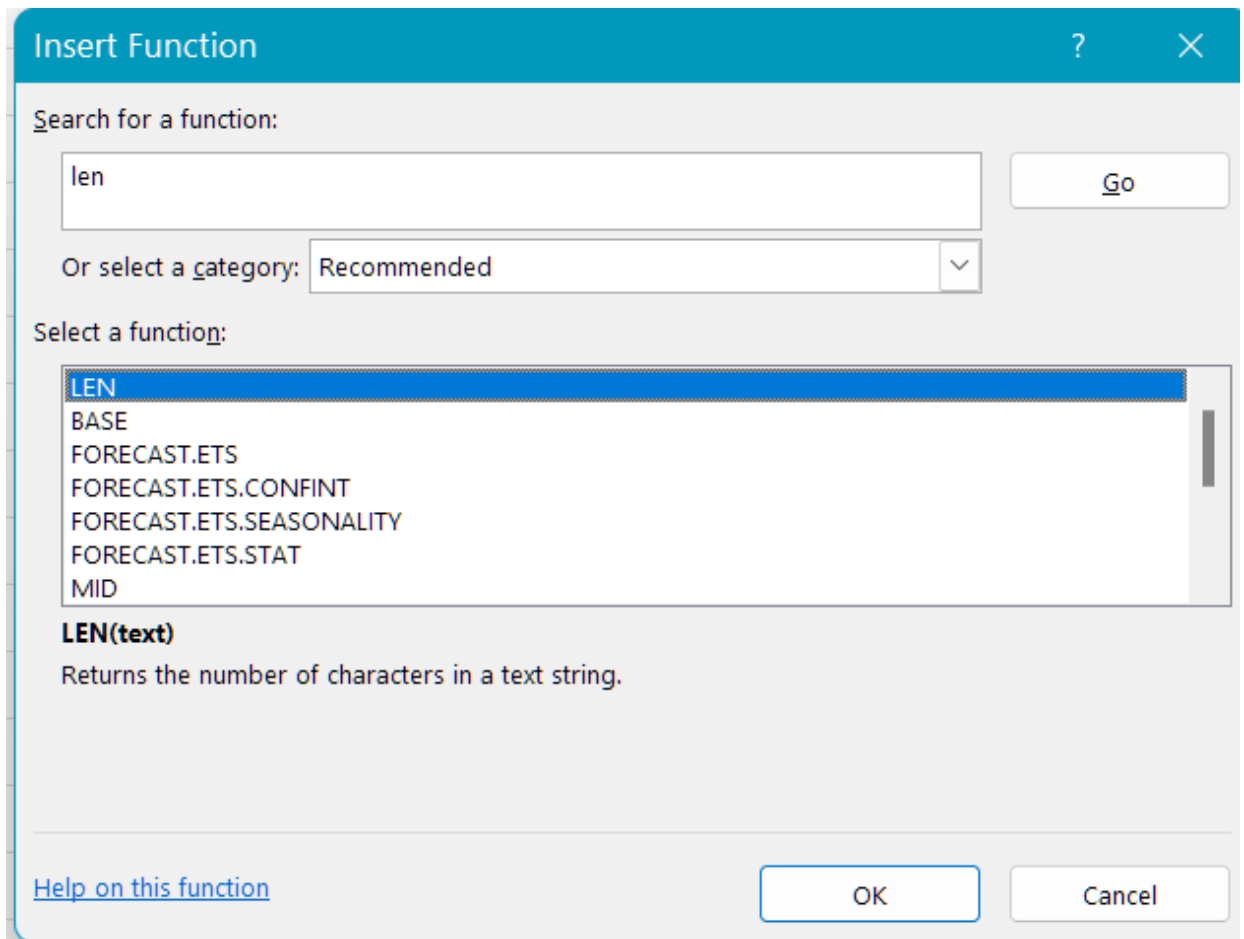
Click on the fx icon shown here in red

- The “Insert Function” dialog box opens up.



The “fx” icon opens the “Insert Function” dialog box

- Select the function:
 - Either by typing "len" into the search field:



The LEN() function via the search field

- Or by selecting "LEN" in the "Text" category:

Insert Function ? X

Search for a function:

Go

Or select a category: Text

Select a function:

- DOLLAR
- EXACT
- FIND
- FIXED
- LEFT
- LEN**
- LOWER

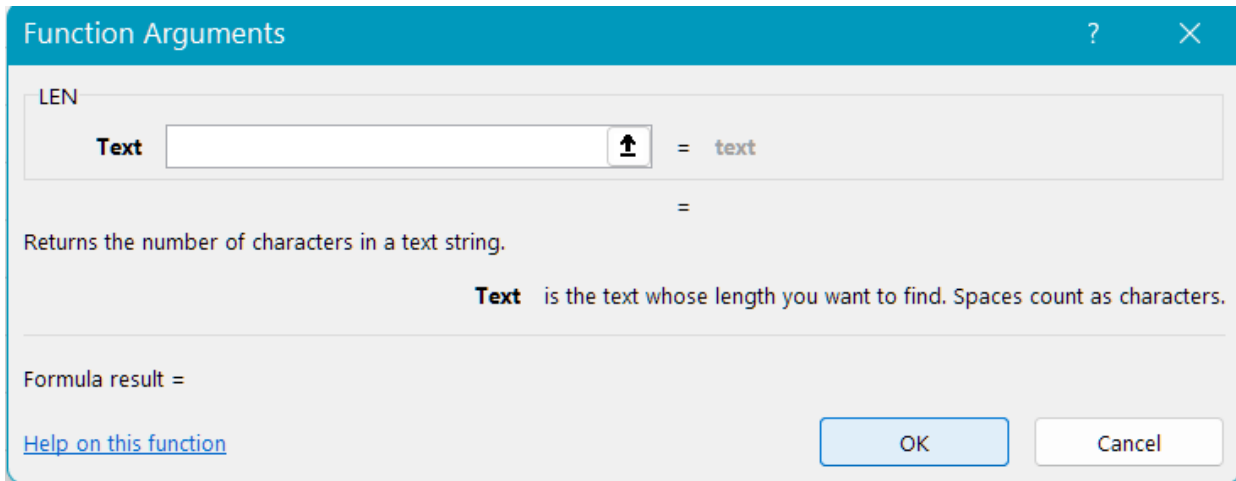
LEN(text)
Returns the number of characters in a text string.

[Help on this function](#) OK Cancel

Select the LEN() function in the Text category

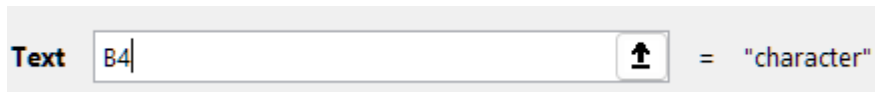
- Click OK.

- The LEN() "Function Arguments" dialog box opens up.



The LEN() "Function Arguments" dialog box opens up.

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



Select the cell containing the relevant text

- Click OK. The number of characters is displayed!
- Copy the formula from cell C4 to the other green cells.

	A	B	C	D
1	Function: LEN()			
2				
3		Text	No. of Characters	
4		character	9	
5		CHARACTER	9	
6		character	11	
7		&e'"(-e_ca)= 😊	14	
8		1234567890	10	

Excel has calculated the number of characters in the orange cells

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