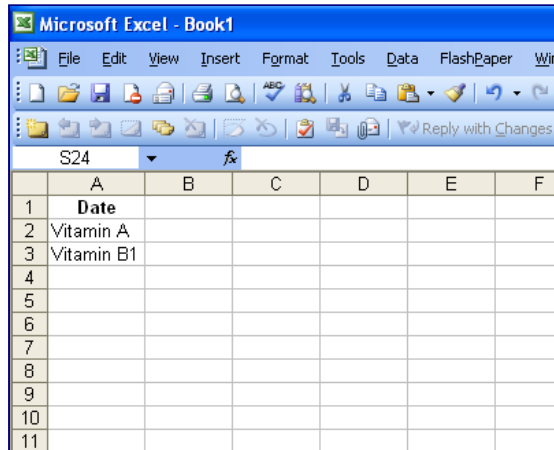


## BSM Connection™ Online Library Software Tips - *Microsoft Excel*

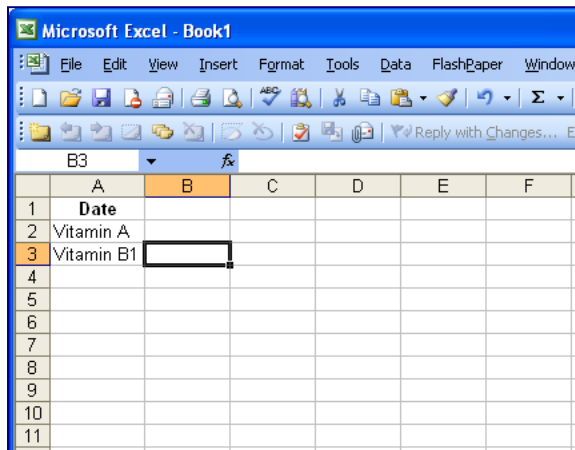
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### Remove a Specified Number of Characters from the Left Side of Text

1. Create a blank worksheet.
2. Use the following as an example:



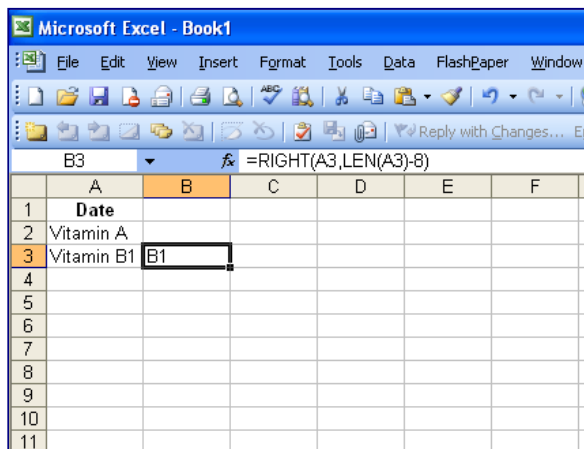
3. Click on cell B3 next to "Vitamin B1".



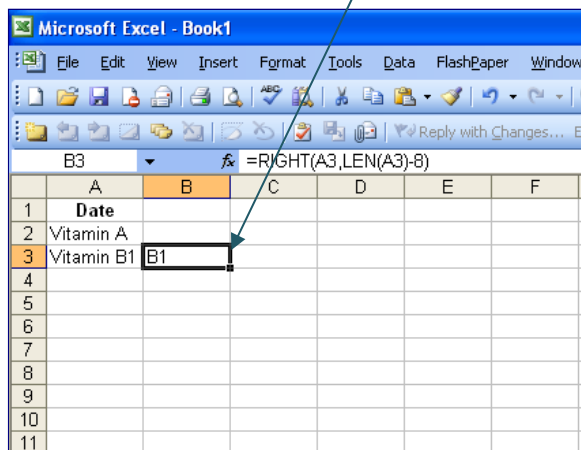
4. Insert the following formula in the formula bar to remove as many characters as you want from the left of the contents in cell A3. In this example we'll remove 8 characters (characters include spaces):

**=RIGHT(A3,LEN(A3)-8)**

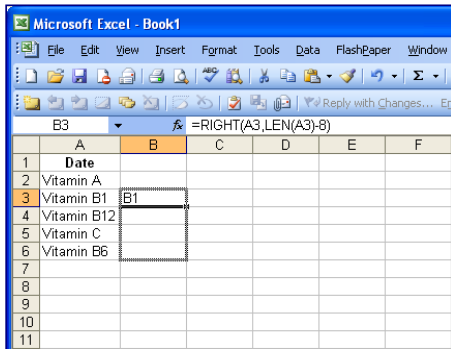
**Vitamin B1 becomes B1**



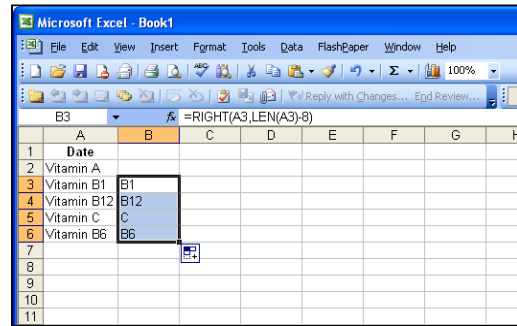
5. Copy the formula down the column as many rows as needed (equal to the amount of content in column A), by clicking your mouse on the fill handle (a) in cell B2, holding the mouse down (b), and dragging down until finished (c).



(a)



(b)



(c)

- With the content in column B highlighted, click Ctrl-C for copy, then Edit on the Menu bar/Paste Special. From the list of options, choose Values/OK – changing the content from a formula to values only, enabling you to edit text as needed.

