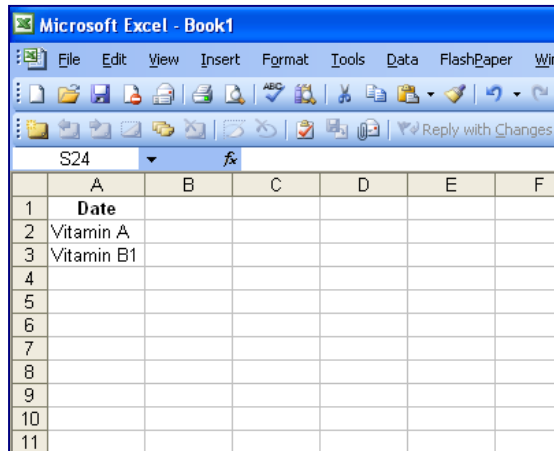


## BSM Connection™ Online Library Software Tips - *Microsoft Excel*

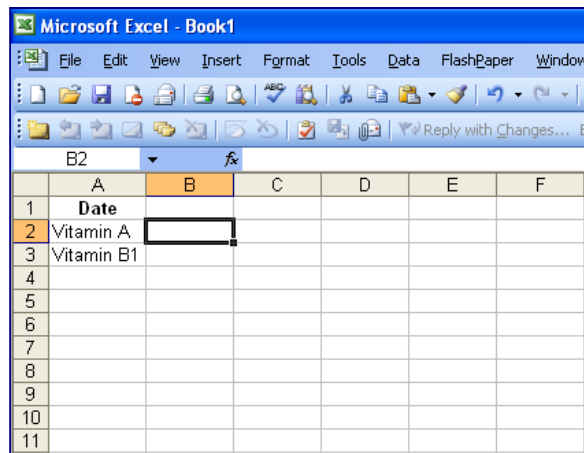
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### Remove a Specified Number of Characters from the Right Side of Text

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



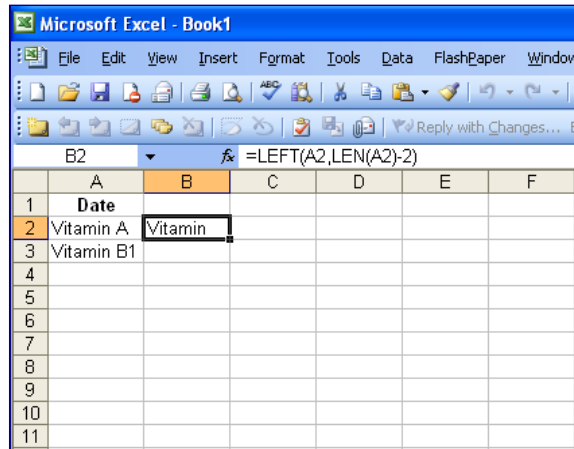
3. Click on cell B2 next to "Vitamin A".



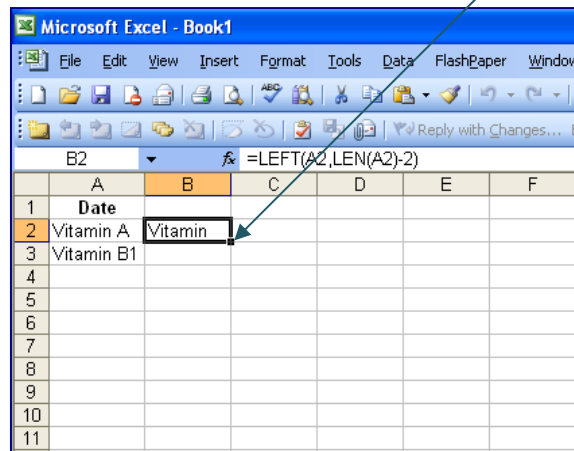
4. Insert the following formula in the formula bar to remove as many characters as you want from the right of the contents in cell A2. In this example, we'll remove 2 characters (characters include spaces):

**=LEFT(A2,LEN(A2)-2)**

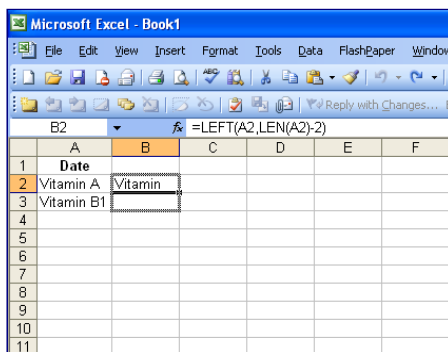
**Vitamin A becomes Vitamin**



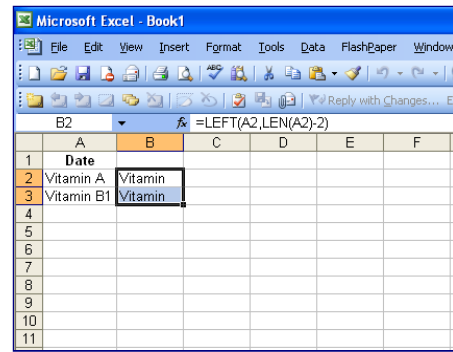
5. Copy the formula down the column as many rows as needed (equal to the amount of content in column A), by clicking your mouse on the fill handle (a) in cell B2, holding the mouse down (b), and dragging down until finished (c).



(a)



(b)



(c)

6. 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.

