

LEFT function in Excel, how to use LEFT function and illustrative examples

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LEFT function in Excel is a function of string processing function, you use LEFT function when you need to cut the character string to the left of the text string. If you need to learn more about MID function, please refer to the article below to understand how to use LEFT and illustrative examples.



Below article describes, syntax, examples illustrating how to use LEFT function in Excel, please follow along.

LEFT function description

The LEFT function in Excel returns the first or multiple characters in a string, based on the number of characters you specify, which is often called the string literal function to the left. There is also the RIGHT function that cuts the right string, the MID function takes the middle string.

The syntax of the LEFT function

= LEFT (text; [num_chars])

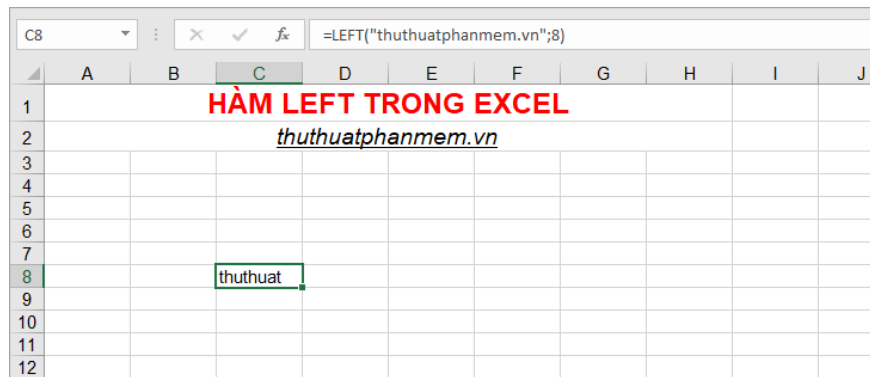
Inside:

1. **text** is a required argument, this is the text string or cell reference to the text string containing the characters you want to extract.
2. **num_chars** is an optional argument, this is the number of characters you want LEFT to extract starting from the first position on the left of the **text**.
3. **Num_chars** must be greater than or equal to zero, if **num_chars 0** , the function will return the #VALUE! Error.
4. If **Num_chars** is larger than the length of the text, the LEFT function will return the entire text.
5. If you omit **num_chars** , the default **num_chars** = 1.

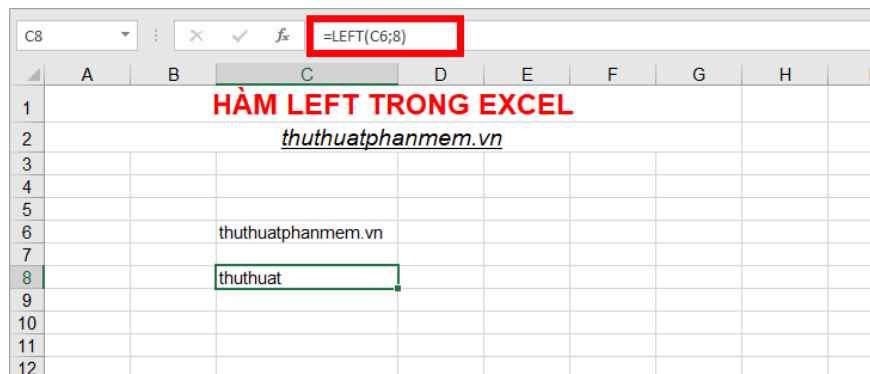
LEFT function example

Example 1: Use LEFT function to extract the first 8 characters in the string 'TipsMake.vn'

You can enter the text string directly into the LEFT function.



Or reference to the cell containing the text string.



Example 2: Use the LEFT function in combination with the SEARCH function to extract data in a text string from the first character to the previous character.

Suppose you want to separate your gmail account from gmail with the full format @ **gmail.com.vn** as shown below.

	A	B	C	D	E	F	G
1	HÀM LEFT TRONG EXCEL						
2	<i>thuthuatphanmem.vn</i>						
3							
4							
5							
6			Gmail	LEFT			
7			thuthuatphanmem.vn@gmail.com				
8			1a2b3c4d@gmail.com				
9			123abc@gmail.com				
10			hocexcel@gmail.com				
11			111aaa@gmail.com				
12			abcde123@gmail.com				
13			a0a1a2@gmail.com				
14							
15							
16							
17							
18							
19							
20							

You do the following:

In the first cell in the column LEFT (D7) you enter the function

= LEFT (C7; SEARCH ("@"; C7) -1)

The Search function will locate the @ special character in the full gmail text string (C7) and return the @ starting position number in the C7 string. The position of the Search function will return the position of the @ character so you need to subtract 1 to not extract the whole @ character. Thus the LEFT function will return the character string from the first character to the position before the @ character in the text string in cell C7.

	A	B	C	D	E	F	G
1	HÀM LEFT TRONG EXCEL						
2	<i>thuthuatphanmem.vn</i>						
3							
4							
5							
6			Gmail	LEFT			
7			thuthuatphanmem.vn@gmail.com	thuthuatphanmem.vn			
8			1a2b3c4d@gmail.com				
9			123abc@gmail.com				
10			hocexcel@gmail.com				
11			111aaa@gmail.com				
12			abcde123@gmail.com				
13			a0a1a2@gmail.com				
14							
15							
16							

Then copy the formula down to the cells below.

Example 3: Using the VLOOKUP and LEFT functions

Suppose you have the following data:

	A	B	C	D	E	F	G	H
1	HÀM LEFT TRONG EXCEL							
2	<i>thuthuatphanmem.vn</i>							
3								
4	DANH SÁCH NHÂN VIÊN							
5								
6		STT	Mã Nhân Viên	Tên Nhân Viên	Công Việc			
7		1	KT001	Đinh Thị Anh				
8		2	KT002	Vũ Thu Hà				
9		3	IT003	Đoàn Mạnh Hải				
10		4	IT004	Đỗ Văn Nam				
11		5	NV005	Trần Văn Bình				
12		6	NV006	Nguyễn Thị Thu				
13		7	NV007	Hoàng Thị Nhung				
14		8	NV008	Dương Thu Trang				
15								
16		CÔNG VIỆC						
17								
18		MÃ CV	Công Việc					
19		KT	Kế toán					
20		IT	Công nghệ thông tin					
21		NV	Nhân Viên					
22								

Fill in the **Jobs** column in the **Employee List** table based on employee code and job title.

Doing:

Get the first 2 characters in the employee code and search for these two characters in the **Jobs** table to show jobs in the **Jobs** column of the **Employee List** table .

In the first cell of the **Jobs** column , enter the function

= VLOOKUP (LEFT (C7; 2); \$ C \$ 19: \$ D \$ 21; 2; 0)

Inside:

1. Function **LEFT (C7; 2)** returns the first two characters in **which employees** , this will be the value to be detected in VLOOKUP.
2. **\$ C \$ 19: \$ D \$ 21** is the data area in the **Jobs** table , which is the area to be searched and returns the result of VLOOKUP, because this area is fixed so you select the region **C19: D21** and then press the **F4** key to fix the region to **\$ C \$ 19: \$ D \$ 21**.
3. **2** is the return column, which is the job column in the **Jobs** table .
4. **0** is the correct detection type.

Your results will be as follows:

HÀM LEFT TRONG EXCEL							
thuthuatphanmem.vn							
DANH SÁCH NHÂN VIÊN							
STT	Mã Nhân Viên	Tên Nhân Viên	Công Việc				
1	KT001	Đinh Thị Anh	Kế toán				
2	KT002	Vũ Thu Hà					
3	IT003	Đoàn Mạnh Hải					
4	IT004	Đỗ Văn Nam					
5	NV005	Trần Văn Bình					
6	NV006	Nguyễn Thị Thu					
7	NV007	Hoàng Thị Nhung					
8	NV008	Dương Thu Trang					
CÔNG VIỆC							
MÃ CV	Công Việc						
KT	Kế toán						
IT	Công nghệ thông tin						
NV	Nhân Viên						

Then you copy the function formula to the cells below, because the lookup table is the **Jobs** table that has been fixed, so copy it, the lookup table is still fixed.

HÀM LEFT TRONG EXCEL							
thuthuatphanmem.vn							
DANH SÁCH NHÂN VIÊN							
STT	Mã Nhân Viên	Tên Nhân Viên	Công Việc				
1	KT001	Đinh Thị Anh	Kế toán				
2	KT002	Vũ Thu Hà	Kế toán				
3	IT003	Đoàn Mạnh Hải	Công nghệ thông tin				
4	IT004	Đỗ Văn Nam	Công nghệ thông tin				
5	NV005	Trần Văn Bình	Nhân Viên				
6	NV006	Nguyễn Thị Thu	Nhân Viên				
7	NV007	Hoàng Thị Nhung	Nhân Viên				
8	NV008	Dương Thu Trang	Nhân Viên				
CÔNG VIỆC							
MÃ CV	Công Việc						
KT	Kế toán						
IT	Công nghệ thông tin						
NV	Nhân Viên						

Above the article has shared to you the description, syntax and specific examples of LEFT function in Excel. Hopefully through this article, you will understand how to use the LEFT function and apply the LEFT function to specific cases to process data in Excel. Good luck!

You finished reading the article "**LEFT function in Excel, how to use LEFT function and illustrative examples**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.