

How to Extract the First Letter of Each Word in Excel

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To extract the first letter of each word in Excel, you can use the LEFT function. This function allows you to specify the number of characters to extract from a given text. By setting the number to 1, you can extract the first letter of each word in a cell or range of cells. Alternatively, you can also use the MID function to achieve the same result by specifying the starting position as 1 and the number of characters as 1. This method can be useful for organizing and manipulating data in Excel, especially for tasks such as creating acronyms or abbreviations.

Excel: Extract First Letter of Each Word

You can use the following formula in Excel to extract the first letter of each word in a cell:

```
=CONCAT(LEFT(FILTERXML("<a><b>"&SUBSTITUTE(A2," ","</b><b>")&"</b></a>","//b"),1))
```

This particular formula extracts the first letter of each word in cell A2.

For example, if cell A2 contains The Dallas Mavericks then this formula would return TDM.

The following example shows how to use this formula in practice.

Example: Extract First Letter of Each Word in Excel

Suppose we have the following column of strings in Excel:

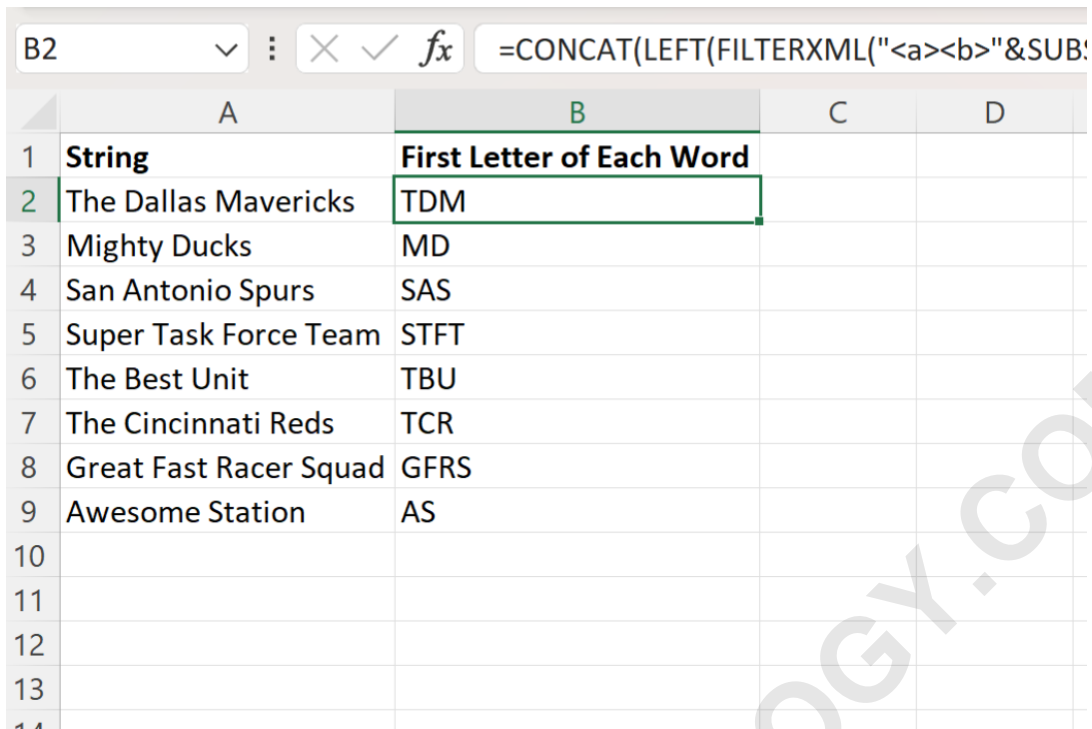
	A	B	C	D
1	String			
2	The Dallas Mavericks			
3	Mighty Ducks			
4	San Antonio Spurs			
5	Super Task Force Team			
6	The Best Unit			
7	The Cincinnati Reds			
8	Great Fast Racer Squad			
9	Awesome Station			
10				
11				
12				
13				
14				
15				

Suppose we would like to extract the first letter from each word in the cells in column A.

We can type the following formula into cell B2 to do so:

```
=CONCAT(LEFT(FILTERXML("<a><b>"&SUBSTITUTE(A2," ","</b><b>")&"</b></a>","//b"),1))
```

We can then click and drag this formula down to each remaining cell in column B:



The image shows an Excel spreadsheet with the following data:

	A	B	C	D
1	String	First Letter of Each Word		
2	The Dallas Mavericks	TDM		
3	Mighty Ducks	MD		
4	San Antonio Spurs	SAS		
5	Super Task Force Team	STFT		
6	The Best Unit	TBU		
7	The Cincinnati Reds	TCR		
8	Great Fast Racer Squad	GFRS		
9	Awesome Station	AS		
10				
11				
12				
13				
14				

The formula bar shows the formula: `=CONCAT(LEFT(FILTERXML("<a>"&SUBS`

Column B now contains the first letter from each word in column A.

For example:

The Dallas Mavericks returns TDM. Mighty Ducks returns MD. San Antonio Spurs returns SAS.

And so on.

How This Formula Works

Recall the formula that we used to extract the first letter from each word in cell A2:

```
=CONCAT(LEFT(FILTERXML("<a><b>"&SUBSTITUTE(A2," ","</b><b>")&"</b></a>","//b"),1))
```

This formula uses the **FILTERXML** function and the **SUBSTITUTE** function to first convert the string **The Dallas Mavericks** into **<a>TheDallasMavericks**

Then we use **//b** to extract all values in between each **** and **** and then we use the **LEFT** function to extract only the first character from each word.

Lastly, we use the **CONCAT** function to concatenate together each of these first letters into the final acronym.

The end result is that the formula is able to return **TDM** from **The Dallas Mavericks**.

The same process is repeated for each string.

Note: You can find the complete documentation for the **FILTERXML** function in Excel .

The following tutorials explain how to perform other

common operations in Excel:

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