

# How can I insert a character into a string using Excel?

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To insert a character into a string using Excel, first select the cell where you want to insert the character. Then, click on the "Insert" tab and select "Symbol." From the drop-down menu, choose the desired character or click on "More Symbols" to access a wider selection. Once the character is selected, click "Insert" to add it to the selected cell. Alternatively, you can use the "Concatenate" function to combine the character with the existing string in the cell. Simply type the "=" symbol followed by "Concatenate(" and the cell reference of the string, then type a comma and the desired character in quotation marks. Close the function with a closing parentheses and press enter to add the character to the string.

## Excel: Insert a Character into a String

Often you may want to insert a character into a specific position of a string in Excel.

You can use the REPLACE function with the following syntax to do so:

```
=REPLACE(A2,5,0,"sometext")
```

This particular formula inserts "sometext" into the string in cell A2 starting at position 5 of the string.

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

### Example: Insert Character into String in Excel

Suppose we have the following dataset in Excel that shows the conference and team name of various

## basketball teams in the NBA:

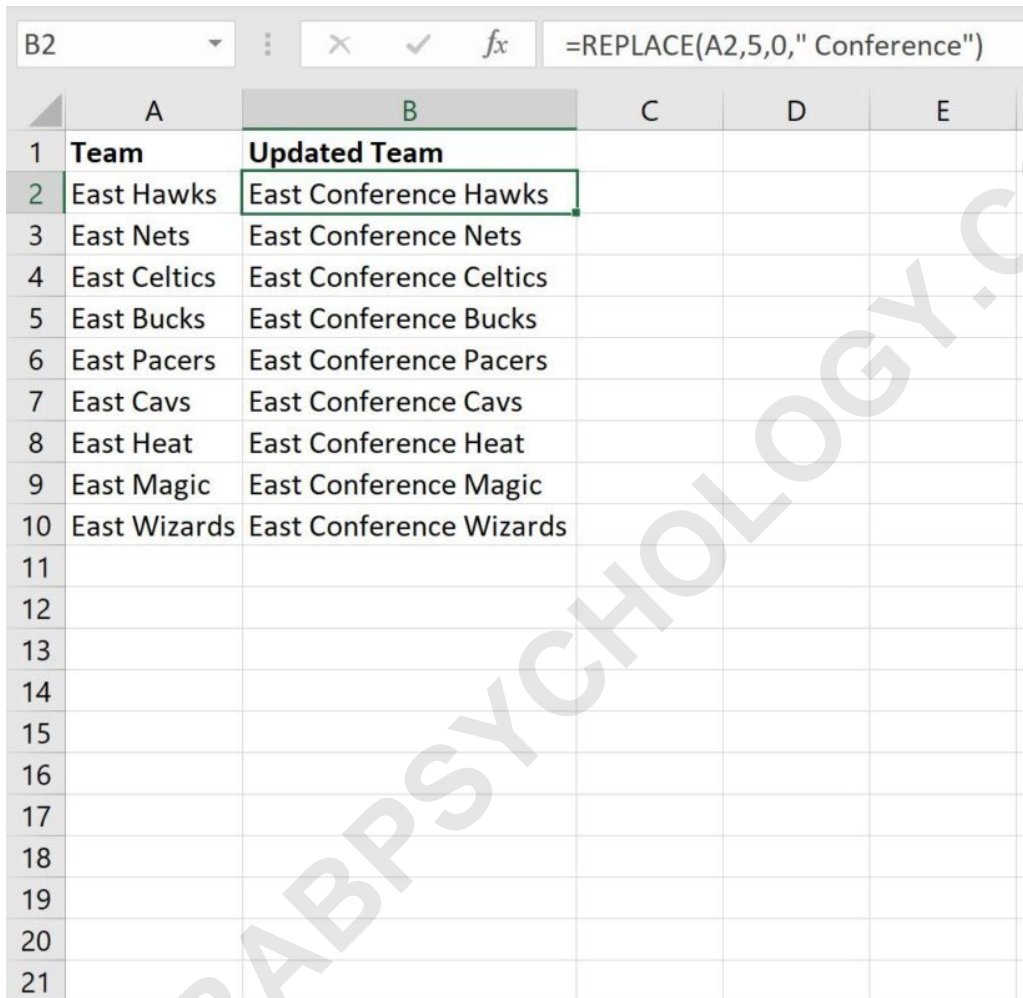
	A	B	C	D	E
1	<b>Team</b>				
2	East Hawks				
3	East Nets				
4	East Celtics				
5	East Bucks				
6	East Pacers				
7	East Cavs				
8	East Heat				
9	East Magic				
10	East Wizards				
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					

Suppose we would like to insert "Conference" immediately after "East" in each string.

Since "East" is 4 characters long, we will use the following formula to insert "Conference" into the string starting at the fifth position:

**=REPLACE(A2,5,0," Conference")**

We will type this formula into cell B2 and then click and drag the formula down to each remaining cell in column B:



	A	B	C	D	E
1	<b>Team</b>	<b>Updated Team</b>			
2	East Hawks	East Conference Hawks			
3	East Nets	East Conference Nets			
4	East Celtics	East Conference Celtics			
5	East Bucks	East Conference Bucks			
6	East Pacers	East Conference Pacers			
7	East Cavs	East Conference Cavs			
8	East Heat	East Conference Heat			
9	East Magic	East Conference Magic			
10	East Wizards	East Conference Wizards			
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					

Notice that " Conference" has been inserted into each string starting at position 5.

Also note that we intentionally left a space in the beginning of " Conference" so that there would be a space between "East" and Conference" in each string.

## How This Formula Works

The **REPLACE()** function in Excel uses the following syntax:

where:

**old\_text**: The text to replace  
**start\_num**: Starting location in text to search  
**num\_chars**: The number of characters to replace  
**new\_text**: The text to replace old\_text with

In our example, we used the following formula:

```
REPLACE(A2, 5, 0, " Conference")
```

Thus, our formula replaced 0 characters starting at position 5 in cell A2 and the text we used was "Conference" which had the effect of *inserting* this text starting at position 5 rather than *replacing* any text in the original string.

The following tutorials explain how to perform other common tasks in Excel:

**[Excel: A Formula for MID From Right](#)**

**[Excel: How to Use MID Function for Variable Length](#)**

## **Strings**

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