Module 9 : EXACT Function

9.1 EXACT Function

The EXACT Function compares two text strings and returns the word TRUE if they are exactly the same, or FALSE if they are not. It is used to test text entered into a document.

This function takes into account lower and upper case letters, but it ignores differences in formatting.
The formula is as follows: =EXACT(text1, text2)

Text1 refers to the first text string and text2 refers to the second text string to which the first one is being compared and vice versa.

The text1 and text2 references usually refer to cells, though it isn't necessary that the cells be right next to each other, visible, or even on the same sheet.

9.2 Video Instruction

How to use the EXACT function in Excel – 2m 04s

9.3 Task

Estimated Time: 10 minutes Download the worksheet that accompanies this video by clicking below. Once downloaded practise using the EXACT function in Excel using the video above as a reference.
Download Worksheet

Option #2: Worksheet without formula
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