Exercise: Analyzing data using text functions

Note: You can pass this course and all graded assessments without access to the downloadable version of Excel.

How to complete this exercise

To complete this exercise, you will need access to Microsoft 365 Excel.

Note: Keep in mind that if you are using free Office for the web or another version of the Microsoft 365 Excel application some features covered in this exercise may not be available.

Free Office for the web

If you do not have access to Microsoft 365 Excel, you can use Free Office for the web. This version of Office allows you to view and edit files in apps like Word, Excel, and PowerPoint. This free service is available to anyone with a Microsoft account.

Access Microsoft Account

Log in to your Microsoft account. Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select No account? Create one!

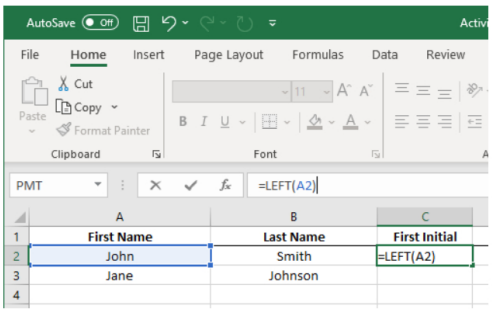
Let's get started!

Using some of the text functions that you have learned about in this session, you would like to automate portions of an invoice form to decrease the time needed for data entry.

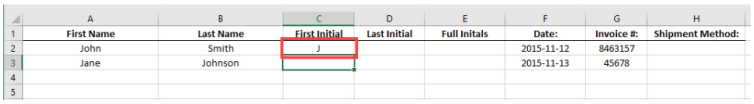
1. Click on the link below to open the Microsoft Excel exercise document you can use to complete this exercise.

Exercise: Analyzing Data Using Text Functions

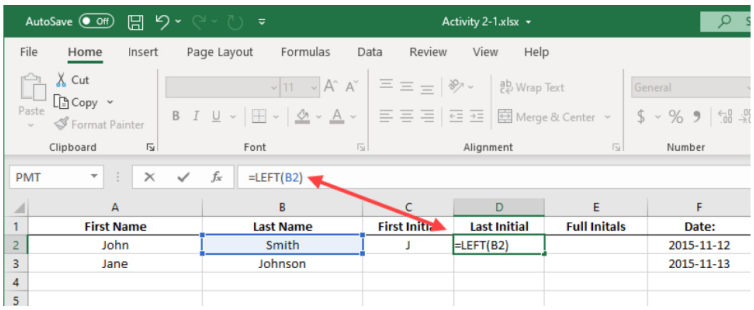
2. First you would like to find the first initial from the first name that is entered into column A. Click to select cell C2 and type "**=LEFT(A2)**" into the Formula Bar:



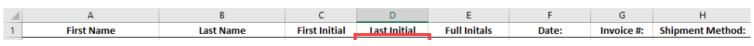
3. Press the **Enter** key on your keyboard and you will see that the previously selected cell now displays the initial from the first name ("J" in this case):

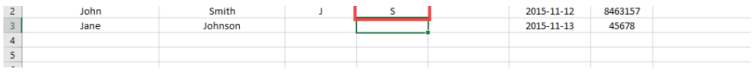


4. Next, you need to do the same thing and find the first initial from the last name that is entered into column B. Click to select cell D2 and type "**=LEFT(B2)**" into the Formula Bar:

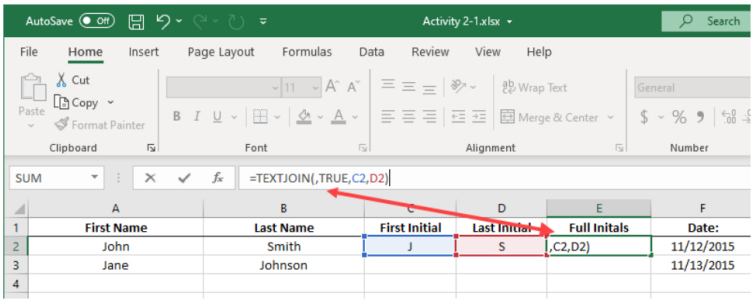


5. Press the **Enter** key on your keyboard and you will see that the previously selected cell now displays the initial from the last name ("S" in this case):

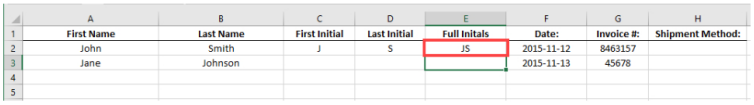




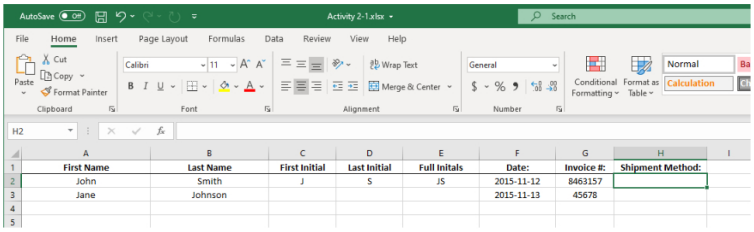
6. Now you need to use the TEXTJOIN function to fill in the Full Initials column. Click to select the **E2** cell and then type "=**TEXTJOIN(,TRUE,C2,D2)**" into the Formula Bar:



7. Press the **Enter** key and you will see that the values from cells C2 and D2 have been combined to show the full initials:

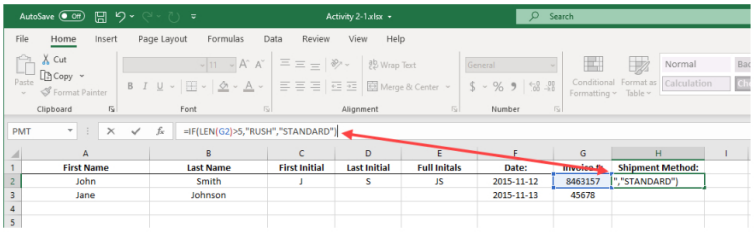


8. Finally, you would like to automatically fill in the shipment method based on the number of characters that appear in the invoice number. If the invoice has more than five characters, then it is designated a rush order and if it is five characters or less, it is a standard order. Select **H2**:

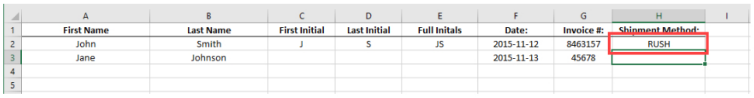


9. Type "**=IF(LEN(G2)>5, "RUSH", "STANDARD**")" into the Formula Bar.

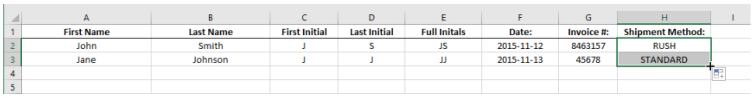
Note: The **IF function** will be covered in greater detail in the next lesson.



10. Press the **Enter** key on your keyboard and you will see that this particular order is a rush order because its invoice number is more than five characters:



11. Use the **Auto Fill** feature to copy the formulas that you entered during this activity into the adjacent cells in row 3:



12. Save the current workbook as Activity 2-1 Complete and then close Microsoft 365 Excel to complete this exercise.

13. Now, you can check out an example of a completed document in the link below:

Completed exercise: Analyzing Data Using Text Functions

Mark as completed