Assignment 7

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Instructions

Describe concatenation in one paragraph and identify where concatenation is used in this video with examples. 20 Marks

Define three uses of Find and Replace in Excel with examples. 30 Marks

In your previously created data, replicate a sheet with the name of Assignment 7 and: 10 Marks

Find the age of employees with the help of the YEARFRAC() function. 15 Marks

Replace the first 25 employees' IDs starting with AU (e.g., E0001 to AU0001) using Find and Replace. 10 Marks

Replace the last five employees' IDs starting with CA (e.g., E0001 to CA0001) using Find and Replace. 10 Marks

Note:

You have to submit 02 files:

The first file should be in document format containing your introduction and the first two tasks of this assignment.

The second file should be in .xls or .xlsx format containing your introduction and a replicated sheet with the same data set, including the tasks defined above.