



Week 1 Practice Challenge

Instructions

All the following instructions are to be carried out in the **HR Data** sheet. To get help with the more difficult questions click on the **Hint** to the right.

1) In **C4**, in the HR Data sheet join the data in **A4** and **B4** to create the employee ID **F1180**. Copy the formula down for the rest of the staff.

2) In **K4**, extract just the floor number from **J4** (first 2 numbers) and then copy it down.

3a) In **F4**, generate the full name for each staff member by joining the first name, a space and the surname.

b) Add another function to the calculation in **F4** so that all the names show in Proper case and then copy the calculation down.

4a) In **G4**, generate an email address by joining the first letter of the first name, the surname and "@zenco.com" to get **Sbacata@zenco.com**.

b) Adjust the calculation in **G4** so that the email is shown in all lower case and copy it down.

Hint

5a) In **L4**, extract the text between the two dashes (**West**) in Location then copy down to make sure it works for all staff.

b) Adjust the formula in **L4** so that all instances of **NorthEast** are replaced with just **North** and copy down again.

Hint

6a) In **M4**, extract the last 4 characters from the **Location** in **J4**.

b) You will notice that instead of getting four numbers you only got 3 or in some cases 2, adjust the formula so that you get the 4 digit extension code in each case.

Hint

The finished sheet should look like this:

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	ZenCo HR Database												
2													
3	Emp No.	Full/Part Time	Emp ID	Last Name	First Name	Full Name	Email	Date of Hire	Department	Location	Floor No.	Wing	Extension
4	1180	F	F1180	Bacata	Stevie	Stevie Bacata	sbacata@zenco.com	13/04/2008	Sales	02-West-2635	02	West	2635
5	1110	F	F1110	BARRY	Adam	Adam Barry	abarry@zenco.com	22/04/2004	Customer Service	02-West-2018	02	West	2018
6	1232	F	F1232	Betts	Connor	Connor Betts	cbetts@zenco.com	13/11/2014	Sales	02-NorthEast-2347	02	North	2347
7	1243	P	P1243	BINGA	Fred	Fred BINGA	fbinga@zenco.com	13/08/2015	Human Resources	03-West-2764	03	West	2764
8	1248	P	P1248	Biti	Yvette	Yvette Biti	ybiti@zenco.com	15/01/2016	Sales	02-West-2589	02	West	2589
9	1227	P	P1227	BOLLER	Jim	Jim Boller	jboller@zenco.com	11/09/2014	Accounting	03-East-2318	03	East	2318
10	1230	P	P1230	Bui	Charlie	Charlie Bui	cbui@zenco.com	21/09/2014	Sales	02-East-2694	02	East	2694
11	1162	F	F1162	Carlton	Barbara	Barbara Carlton	bcarlton@zenco.com	22/03/2006	Sales	02-West-2699	02	West	2699
12	1001	P	P1001	CAROL	Joe	Joe Carol	jcarol@zenco.com	1/02/2001	Executive	01-East-2321	01	East	2321
13	1224	F	F1224	CHAFFEE	Jim	Jim Chaffee	jchaffee@zenco.com	28/05/2014	Facilities	03-West-2432	03	West	2432
14	1203	P	P1203	Chairs	Samantha	Samantha Chairs	schairs@zenco.com	21/02/2011	Sales	02-West-2962	02	West	2962
15	1211	P	P1211	CHAUDRI	Uma	Uma Chaudri	uchaudri@zenco.com	26/03/2012	Human Resources	03-East-2134	03	East	2134
16	1198	P	P1198	CHU	Elizabeth	Elizabeth Chu	echu@zenco.com	11/02/2010	IT	01-West-2425	01	West	2425
17	1003	F	F1003	CHUNG	Eric	Eric Chung	echung@zenco.com	27/02/2001	IT	03-West-2796	03	West	2796
18	1235	F	F1235	CLARK	ANNA	Anna Clark	aclark@zenco.com	16/12/2014	Accounting	03-West-2601	03	West	2601
19	1253	P	P1253	CLARK	elizabeth	Elizabeth Clark	eclark@zenco.com	19/06/2017	Customer Service	02-NorthEast-2414	02	North	2414
20	1221	P	P1221	COLE	Sabrina	Sabrina Cole	scole@zenco.com	7/05/2013	Customer Service	02-West-2537	02	West	2537
21	1186	F	F1186	COMUNTZIS	Janet	Janet Comuntzis	jcomuntzis@zenco.com	26/08/2008	Customer Service	02-West-2286	02	West	2286
22	1218	P	P1218	DECKER	Bob	Bob Decker	bdecker@zenco.com	28/10/2012	IT	01-East-2086	01	East	2086
23	1215	F	F1215	DESIATO	Tina	Tina Desiato	tdesiato@zenco.com	23/09/2012	IT	01-East-2358	01	East	2358
24	1241	P	P1241	DONNELL	Alexandra	Alexandra Donnell	adonnell@zenco.com	12/08/2015	Accounting	03-West-2082	03	West	2082
25	1246	F	F1246	ELLIS	Mark	Mark Ellis	mellis@zenco.com	2/01/2016	IT	03-NorthEast-2482	03	North	2482
26	1172	F	F1172	Fernandes	Nicholas	Nicholas Fernandes	nfernandes@zenco.com	2/11/2006	Accounting	02-East-2372	02	East	2372
27	1134	F	F1134	FERRIS	Mary	Mary Ferris	mferris@zenco.com	15/07/2005	Sales	03-East-2392	03	East	2392
28	1150	F	F1150	FILOSA	Susan	Susan Filosa	sfilosa@zenco.com	27/01/2006	Customer Service	02-West-2279	02	West	2279
29	1004	P	P1004	FLANDERS	Daniel	Daniel Flanders	dflanders@zenco.com	11/09/2002	Sales	02-East-2639	02	East	2639
30	1239	F	F1239	Forrest	Leighton	Leighton Forrest	lforrest@zenco.com	26/04/2015	Sales	02-East-2284	02	East	2284
31	1250	F	F1250	Gour	Phoebe	Phoebe Gour	pgour@zenco.com	17/12/2016	Sales	02-East-2910	02	East	2910
32	1192	P	P1192	Khan	Mihael	Mihael Khan	mkhan@zenco.com	13/12/2009	Sales	02-NorthEast-2294	02	North	2294
33	1249	P	P1249	SANDERS	Sean	Sean Sanders	ssanders@zenco.com	17/11/2016	Human Resources	03-West-2765	03	West	2765
34	1245	P	P1245	Senome	Preston	Preston Senome	psenome@zenco.com	16/11/2015	Sales	02-East-2260	02	East	2260
35	1207	P	P1207	Song	Natasha	Natasha Song	nsong@zenco.com	19/06/2011	Sales	02-East-2578	02	East	2578
36	1244	P	P1244	Staples	Radhya	Radhya Staples	rstaples@zenco.com	13/11/2015	Sales	02-East-2654	02	East	2654
37	1252	F	F1252	WANG	Mei	Mei Wang	mwang@zenco.com	10/01/2010	Executive	01-West-2783	01	West	2783
38	1237	F	F1237	Zhang	Aanya	Aanya Zhang	azhang@zenco.com	29/12/2014	Sales	02-East-2793	02	East	2793