

**Q1. Use LEFT() to extract the first 4 characters of the Phone number.**

**Rule:** LEFT extracts the first n characters from a text string.

**Formula:** =LEFT(F2,4)

**Answer:** 9892

**Q2. Use RIGHT() to extract the last 3 characters of the Emp Code.**

**Rule:** RIGHT extracts the last n characters from a text string.

**Formula:** =RIGHT(G2,3)

**Answer:** 001

**Q3. Use LEFT() to extract the first 3 letters of the First Name.**

**Rule:** LEFT extracts the first few letters from text.

**Formula:** =LEFT(B2,3)

**Answer:** Sun

**Q4. Use RIGHT() to extract the last 2 letters of the Last Name.**

**Rule:** RIGHT returns the last few letters from text.

**Formula:** =RIGHT(C2,2)

**Answer:** av

**Q5. Use MID() to extract characters 3 to 6 from the Phone number.**

**Rule:** MID extracts text from the middle starting from position n.

**Formula:** =MID(F2,3,4)

**Answer:** 9246

**Q6. Use MID() to extract first name from the Full Name.**

**Rule:** LEFT with FIND can extract the first word (first name).

**Formula:** =LEFT(D2,FIND(" ",D2)-1)

**Answer:** Sunil

**Q7. Use LEN() to count the number of characters in the Full Name.**

**Rule:** LEN counts the total number of characters including spaces.

**Formula:** =LEN(D2)

**Answer:** 11

**Q8. Use LEN() to count digits in the Phone number.**

**Rule:** LEN returns the count of all digits in a number/text.

**Formula:** =LEN(F2)

**Answer:** 10

**Q9. Use TRIM() to clean spaces from the Messy Name.**

**Rule:** TRIM removes all extra spaces leaving single spaces.

**Formula:** =TRIM(E2)

**Answer:** Sunil Yadav

**Q10. Use UPPER() to convert City to uppercase.**

**Rule:** UPPER converts all letters to uppercase.

**Formula:** =UPPER(H2)

**Answer:** CHANDIGARH

**Q11. Use LOWER() to convert First Name to lowercase.**

**Rule:** LOWER converts text to all lowercase letters.

**Formula:** =LOWER(B2)

**Answer:** sunil

**Q12. Use PROPER() to capitalize properly the Messy Name.**

**Rule:** PROPER capitalizes the first letter of each word.

**Formula:** =PROPER(E2)

**Answer:** Sunil Yadav

**Q13. Use CONCAT() to join First Name and Last Name into one cell.**

**Rule:** CONCAT joins two or more text strings.

**Formula:** =CONCAT(B2, " ", C2)

**Answer:** Sunil Yadav

**Q14. Use TEXTJOIN(" ", TRUE, ...) to join First Name, Last Name, City.**

**Rule:** TEXTJOIN joins multiple text strings with a delimiter.

**Formula:** =TEXTJOIN(" ", TRUE, B2, C2, H2)

**Answer:** Sunil Yadav Chandigarh

**Q15. Use TEXT() to display Salary in Indian currency format ( ₹ ##,###).**

**Rule:** TEXT function formats a number as text with given pattern.

**Formula:** =TEXT(I2, " ₹ ##,###")

**Answer:** ₹ 55,994

**Q16. Use TEXT() to display Joining Date in DD-MMM-YYYY format.**

**Rule:** TEXT formats a date in the given custom style.

**Formula:** =TEXT(J2, "DD-MMM-YYYY")

**Answer:** 26-Feb-2024

**Q17. Use TEXT() to display Joining Date in Month YYYY format.**

**Rule:** TEXT can show only month and year part of a date.

**Formula:** =TEXT(J2, "MMMM YYYY")

**Answer:** February 2024

**Q18. Extract the year from Joining Date using TEXT().**

**Rule:** TEXT(J2, "YYYY") extracts the year from date.

**Formula:** =TEXT(J2, "YYYY")

**Answer:** 2024

**Q19. Create an email ID using CONCAT(LOWER(First Name), ".", LOWER(Last Name), "@gmail.com").**

**Rule:** Combine first and last name with Gmail domain using CONCAT and LOWER.

**Formula:** =CONCAT(LOWER(B2), ".", LOWER(C2), "@gmail.com")

**Answer:** sunil.yadav@gmail.com

**Q20. Create an employee tag using CONCAT(Emp Code, "-", LEFT(City, 3)).**

**Rule:** CONCAT joins Emp Code and first 3 letters of City.

**Formula:** =CONCAT(G2, "-", LEFT(H2, 3))

**Answer:** EMP1001-Cha