**Excel Function Worksheet 3 – part 1**

For this exercise you will be researching common **Text Functions** in Excel. Complete the table below as follows:

* + Complete the “Personal example” column by entering a description of when/how you would use that function. Use non-technical language to **demonstrate understanding, not just what you found online**.

*An example is provided for =TODAY below.*

* + Provide the source of your information (past experience, the name of a book, a specific website, google search (list the actual site that answered your question), youtube video or series of videos, etc.). Give the full specific URL, not the general website URL for each function.

Attach your completed document using the link in Blackboard before the deadline on the syllabus.

**This is the resource for you to use on your upcoming exam so make sure it is correct.**

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| **Function** | **Personal example (I would use this to…)**  DO NOT RESTATE THE DEFINITION. | **Source of information** |
| =TODAY | **Good answer:** I would use this function in a worksheet that is printed daily so it would automatically display the current/print date in cell A1.  **Restating the definition (bad answer/points deducted):** I would use this function to return the current system date | **Good answer:** <https://exceljet.net/excel-functions/excel-today-function>  **Incomplete answer:** Exceljet.net |

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| **Function** | **What does it do/when would it be used?** | **Source of information** |
| =CONCATENATE | I would use this function if I had text in two different areas that I wanted to combine into one. | <https://exceljet.net/excel-functions/excel-concatenate-function> |
| =FIND | I would use this function if I needed to find the location of a value within a cell that has a lot of information in it. | <https://exceljet.net/excel-functions/excel-find-function> |
| =LEFT | I would use this function if I had a full zip code and wanted to extract the standard 5 digits. | I used this function for the same purpose in high school. |
| =LEN | I would use this function if I had a really large number and wanted to see how many characters it has. | <https://exceljet.net/excel-functions/excel-len-function> |
| =LOWER | I would use this function if I had unwanted letters in uppercase. They would all be returned to lowercase. | I learned this function in high school. |
| =MID | I would use this function if I had a lot of cells with similar text and I wanted to extract pieces out of the middle of them. | <https://exceljet.net/excel-functions/excel-mid-function> |
| =PROPER | I would use this function if I had a list of names that weren’t capitalized, and I wanted them to be. | <https://exceljet.net/excel-functions/excel-proper-function> |
| =REPLACE | I would use this function if I had a list of serial numbers and I wanted to update the middle portion to fit the current year/object. | <https://exceljet.net/excel-functions/excel-replace-function> |
| =RIGHT | I would use this function if I had a list of cities and states and I only wanted the state portion of the cell. | <https://support.office.com/en-us/article/right-rightb-functions-240267ee-9afa-4639-a02b-f19e1786cf2f> |
| =SEARCH | I would use this function if I needed to find the location of a value within a cell that has a lot of information in it where case sensitivity doesn’t matter. | <https://exceljet.net/excel-functions/excel-search-function> |
| =SUBSTITUTE | I would use this function if I had a list of serial numbers and I wanted to remove the dashes from in between them. | <https://exceljet.net/excel-functions/excel-substitute-function> |
| =TRIM | I would use this function to correct and check cells for extra spaces between words. | <https://exceljet.net/excel-functions/excel-trim-function> |
| =UPPER | I would use this function if I had letters in lowercase that should be in uppercase. Helpful for cells or areas with a lot of text. | I learned this function in high school. |
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**Excel Function Worksheet 3 – part 2**

Create and submit a workbook (may have multiple sheets) that uses **at least 12 different functions** listed on this part 1 worksheet. The information must be related in some way, not just random functions placed in cells. The workbook needs a “theme” and focus area as well as formatting appropriate for a business spreadsheet. You may use any of the examples below or create your own:

* Customer raw data worksheet (use text functions to create a new sheet with properly formatted names and addresses, first and last names combined, etc.).
* Employee data (use text functions to create usernames, user IDs, email addresses, etc. based on information provided)

The worksheet must have:

A main title that clearly describes the overall purpose of the worksheet

Column headings/row descriptions where appropriate

Please add color shading to each cell that contains one of the required functions.