You have been asked to prepare Pivot Tables based on the **Student database** sheet.

You will need to complete the following tasks:

1. Go to the **Student database** sheet and fill the blank cells of **column G (Course)** from the cell above using the **Copy** and **Go To Special** approach. Make sure you **Copy** and **Paste Values** at the end.
2. Make a copy of the sheet **Student database** and name it **Database edit**. Link all cells of the new sheet to the **Student database** sheet.
3. In **column I (Agent Name)**, if the agent name is not provided, the agent should be the same as the one from the row above. Use the **IF** and **ISBLANK** functions.
4. Insert a column to the right of **column E (First enrolment trimester)** and name it **First enrolment date**. In this new column, calculate the first day of the enrolment trimester in **column E**.

The first day of each trimester is given in the following table:

**Trimester1 (T1) Trimester2 (T2) Trimester3 (T3)**

**Start date** 13-Mar 10-Jul 6-Nov

For example, **T2-2015** (trimester 2, 2015) started on 2015-07-10.

5. For HR department requirements, insert a new column at the end of the table **(Enrolment month)** containing the first 3 letters of the month of enrolment.

6. The age of students in first day of enrolment is interesting for the Marketing group to target potential students. Insert a column at the end of the table, name it **Age at first enrolment** and calculate the values.

7. Make a Pivot Table in a new worksheet, rename the sheet to **Students by Campus** to find the number of students in each campus.

8. You will find Campus names more than once in the Pivot Table which is because of unwanted spaces. Use **TRIM** and **CLEAN** functions, to get ride of extra spaces in the **Campus** column and update the Pivot Table.

9. Some of the student IDs start with **K**. The Student Administration has decided to remove them from the beginning of the student IDs. Do this.

10. Make another column at the end of database edit sheet with the name of **Remaining workshop hours**. Each student needs to do at least 20 hours of workshop. Comparing with the **Number of workshop hours**, calculate how many hours each student still needs to do to complete this requirement. If they have already done more than 20 hours then the remaining hours should be 0.

11. Solve the calculation problem by changing the **Number of workshop hours** values from text to numbers.

12. Remove any unwanted spaces in the student **Name** column (**column B**)

13. Answer the following questions by making required Pivot tables: Most popular month of enrolment on Sydney Campus:   Total number of workshop hours needed for Brisbane campus:   Best target age of students for marketing: