

Text Function & Pivot Table

Concatenate Function

Name	Last Name	Email Domain	Full Email	Greetings
Anjali	Meena	example.com	AnjaliMeena@example.com	Hello ! Anjali
Bhavna	Yadav	example.net	BhavnaYadav@example.net	Hello ! Bhavna
Chetna	Sharma	example.org	ChetnaSharma@example.org	Hello ! Chetna
Diksha	Dangi	test.in	DikshaDangi@test.in	Hello ! Diksha
Fisail	Khan	example.com	FisailKhan@example.com	Hello ! Fisail
Gagan	Sharma	test.in	GaganSharma@test.in	Hello ! Gagan
Harish	Manwani	example.net	HarishManwani@example.net	Hello ! Harish

Find

Task Description	Find	Handle Errors
Review document draft (p1)	23	Not Found
Complite survey results (p2)	25	Not Found
Finalize project report (p3)	25	Not Found
update project timeline (p1)	26	Not Found
conduct stakeholder meeting (p2)	29	Not Found

Left, Right and Mid

Customer Id	Full Name	Initials	Year Of Registration	Serial Number	Middle Initial Position
JD20201234	John D. Doe	JD	2020	1234	D.
ES20191245	Emily S. Stone	ES	2019	1245	S.
MW20211230	Michael W. Watts	MW	2021	1230	W.
CR20181222	Catherine R. Rivera	CR	2018	1222	R.

Pivot Table

Order Date	Product Category	Region	Sales Representative	Sales Amount
2024-02-09	Laptops	West	Clara Johnson	2200
	Accessories	North	Emily Doe	750
2024-02-15	Tablets	East	John Smith	1100
2024-02-22	Smartphones	West	Michael Brown	1350
2024-03-01	Laptops	North	John Smith	2000
2024-03-08	Accessories	East	Clara Johnson	675
2024-03-15	Tablets	West	Emily Doe	950
2024-03-22	Smartphones	North	Michael Brown	1600
2024-04-05	Laptops	East	Clara Johnson	2400
2024-04-12	Accessories	North	John Smith	820
2024-04-19	Tablets	East	Emily Doe	1200
2024-04-26	Smartphones	West	Michael Brown	1450
2024-05-03	Laptops	North	Clara Johnson	2150
2024-05-10	Accessories	East	John Smith	690
2024-05-17	Tablets	West	Emily Doe	1000
2024-05-24	Tablets	West	Emily Doe	1000

Create pivot table

Order Date	Product Category	SUM of Sales Amount
2024-02-09	Laptops	2200
	Accessories	750
2024-02-15	Tablets	1100
2024-02-22	Smartphones	1350
2024-03-01	Laptops	2000
2024-03-08	Accessories	675
2024-03-15	Tablets	950
2024-03-22	Smartphones	1600
2024-04-05	Laptops	2400
2024-04-12	Accessories	820
2024-04-19	Tablets	1200
2024-04-26	Smartphones	1450
2024-05-03	Laptops	2150
2024-05-10	Accessories	690
2024-05-17	Tablets	1000
2024-05-24	Tablets	1000
Grand Total		20335

Analyze Sales by Region

Region	Product Category	SUM of Sales Amount
East	Accessories	1365
	Laptops	2400
	Tablets	2300
North	Accessories	1570
	Laptops	4150
	Smartphones	1600
West	Laptops	2200
	Smartphones	2800
	Tablets	1950
Grand Total		20335

Top Performing Sales Representatives

Sales Representative	SUM of Sales Amount
Clara Johnson	7425
Emily Doe	3900
John Smith	4610
Michael Brown	4400
Grand Total	20335

Monthly Sales Analysis

Order Date	SUM of Sales Amount
09/02/2024	2200
15/02/2024	750
22/02/2024	1100
01/03/2024	1350
08/03/2024	2000
15/03/2024	675
22/03/2024	950
05/04/2024	1600
12/04/2024	2400
19/04/2024	820
26/04/2024	1200
03/05/2024	1450
10/05/2024	2150
17/05/2024	690
24/05/2024	1000
Grand Total	20335