**Assestment week 1**

1.In column **D** we need a formula to generate the full name.

Which of the following formulas would return the result **Tina DE SIATO** in cell **D23**?





2.If we type the formula in cell **D4**: **=PROPER(C4*x*" "*x*B4)** to achieve the intended result of Question 1 above, what character is required to replace ***x***?

1 point



&

3.If we wanted to change the formula in **D4** to return **Stevie BACATA**, which of the following formulas would achieve this?





4.If we entered the calculation **=PROPER(CONCAT(C4," ",UPPER(B4)))** in **D4**, what result would it return?





5.Fill in the **Email** column. The format for the email addresses is **First Name**, a "**.**", **Last Name**, followed by **@pushpin.com**. It should all be in lower case. For example, Stevie Bacata's email address is **stevie.bacata@pushpin.com**.

Which of these formulas would create the email addresses correctly? Multiple options may be correct.





6. The **Location** field contains the 2-digit floor number followed by a hyphen, then the wing followed by a space and then the four-digit extension. We need to split them up so that they are easier to access. For example, 02-West 2635 means Floor 02, West Wing, Extension 2635. Which function should we use to extract the floor number?



FIND

7.Which formula could we use to return the extension number (the last four digits in column **K**) for each staff member?





8.We would like just the first letter of North or West to indicate the wing in column **N**. Which formula will give the desired result?





9.Since the wings are **West** and **North**, which have different numbers of characters, we cannot hard code the number 4. We will need to use a formula that changes with the wing.

What would be the result of the formula: **=FIND(" ",K23)**?

9

10.We would like to return the full word of the wing. What formula will give the desired result?



11.There are a few names that need to be cleaned up. **Bob Decker** (row 22) has an unusual character at the end of his name. What is the code for this character?

1 point

1

12.Which function or functions could you use to remove this unwanted character?

1 point



CLEAN



SUBSTITUTE