

Excel Examples: Text and information functions

1. {Text functions} Consider the sheet **[10-FTI.xls | Exmp01]** with data regarding client accounts, imported from a text file. Using text functions, rearrange the information according to:
 - In the column “Clientes” the names of the clients should have only the first letter of each name in caps
 - The column “CódigoPostalLocalidade” should be split in two: “Código postal” (meaning: post code), and “Localidade” (meaning: city)”
 - The column “SaldoCliente” should be split into two: “Tipo” (meaning “Type”) according to the balance type (“C” - credit, or “D” - debit), and the balance (“Saldo”) formatted as currency with two decimal places.

 2. {Information functions} Consider the sheet **[10-FTI.xls | Exmp02]** with two tables: one used to introduce order details and another with information on the products. Also, consider that:
 - The products table is an auxiliary table where the information on the products is registered
 - The column “Preço Venda” (meaning: price), the value “A definir” (meaning: not yet defined) in some products has the objective of informing that those products’ price hasn’t yet been defined
 - In the order table we wish to insert the products’ codes and ordered quantities
 - The remaining columns (“Descrição”, “Preço Venda” e “Total”) are already completed with formulas that automatically fill in the data from the products table
 - Some example values have been inserted on the orders table to see the errors generated:
 - On columns “Descrição” and “Preço Venda”, error #N/D is returned when in “Código Produto” the cell is empty or de value (code) inserted does not exist in the products table
 - On column “Total” error #VALUE! Is returned when the sales price is “A definir” and error #N/D is returned when columns “Descrição” and “Preço Venda” also have this error
- 2.1. Change the formulas in columns “Descrição”, “Preço Venda” and “Total” so that the identified errors are treated on the spreadsheet.