Test your Skills: Text and Date Functions

1. It is necessary to provide more meaningful labels for boxes of items in stock. The first tab of the attached workbook contains the inventory items. You will need to generate the information needed on the **For Printing** tab using a range of text functions.

   On the **Inventory** tab enter a formula in **J1** that will return the current date but not time. What function did you use?

   Please enter just the function name all in UPPERCASE letters with no equal sign, brackets or arguments.

   1 / 1 point

   📎 **C2 W2 Assessment Workbook**
   XLSX File

   TODAY

   ⊘ **Correct**
   Yes, the **TODAY** function will show the current date without the time.

2. In **J4** calculate the number of days since the last order, copy the formula down to **J35**. What is the check digit value in **G1**?

   Please enter just the number without decimal places, e.g. ###.

   1 / 1 point

   17

   ⊘ **Correct**
   Yes, the check digit is 17.

3. In the **For Printing** worksheet in **A5**, generate a part code using "**SKU-**" followed by the **Material Code**, another "**-**" and the **Part Number**, e.g. **SKU-07-2425**. Copy the formula down. What is the value for **Check Digit 1** (cell **H5**)?

   Please enter just the number ####.

   1 / 1 point

   1767

   ⊘ **Correct**
   Yes, the check digit is 1767.

4. In **B5** we need to see the material in upper case. Copy the formula down. What is the value for **Check Digit 2** (cell **H6**)?

   Please enter just the number ####.

   1 / 1 point

   5827

   ⊘ **Correct**
   Yes, the check digit is 5827.

5. In **C5** we want to create a **Distributor Code**, which is the first 5 characters of the **Distributor Name**. Which function did you use?

   Please enter just the function name all in UPPERCASE letters with no equal sign, brackets or arguments.

   1 / 1 point

   > LEFT

   > ⊘ **Correct**
   > Yes, you use the **LEFT** function to get the first 5 characters of the name.

6. To avoid confusion, make a change to the formula in **C5** so that all **Distributor Codes** show in all lower case. Copy the formula down. What is the value for **Check Digit 3** (cell **H7**)?

   Please enter just the number.

   1 / 1 point

   > 6275

   > ⊘ **Correct**
   > Yes, the check digit is 6275.

7. Many of the part descriptions are too long, so in **D5** create a calculation to get the first 8 characters of the part description and then copy the formula down. That's not ideal, so we want to change it to get all the text to the left of the first comma. Which function will allow us to locate the position of the first comma?

   Please enter just the function name all in UPPERCASE letters with no equal sign, brackets or arguments.

   1 / 1 point

   > FIND

   > ⊘ **Correct**
   > Yes, you use the **FIND** function to find a specific substring within a longer piece of text.

8. Change the calculation in **D5** to retrieve the part description up to the first comma. Copy the formula down. What is the value of **Check Digit 4**?

   Please enter just the number ####.

   1 / 1 point

   > 3203

   > ⊘ **Correct**
   > Yes, the check digit is 3203.

9. The Distributor Address is in the format: "Street Address, Postcode, State". In **E5** enter a calculation that will retrieve just the post code from the Distributor Address. Which of the following combination of functions could you use to achieve this?

   1 / 1 point

   ○ LEFT and CONCAT

   ○ LEFT and FIND

   ● MID and FIND

   ○ RIGHT and CONCAT

   > ⊘ **Correct**
   > Great job!

10. Change the calculation in **E5** to also include the State before the postcode, e.g. NSW2007. Copy the formula down. What is the value of **Check Digit 5**?

Please enter just the number ####.

7022

⊘ **Correct**

Yes, the check digit is 7022.

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