

# Assignment 1

1. Create a new field that fetches the **acquisition number** from the column Job-Id.  
(Starting with A) E.g., JOB-A001-B32738 -> A001

New Column Name: Acquisition Number [10]

2. Create a new field that fetches the **business number** from the Job-Id.  
(Starting with B) E.g., JOB-A001-B32738 -> B32738

New Column Name: Business Number [10]

3. Create a new field that fetches the **number of reviews** from the column company\_review.  
E.g., (2907 Reviews) -> 2907

New Column Name: Reviews [10]

4. Create a new field that fetches the **minimum experience** from the column exp\_required  
E.g., 0-3 Yrs -> 0

New Column Name: Minimum Experience [10]

5. Create a new column that fetches the **date** from the column Posted\_today  
Eg. 5 DAYS AGO -> Saturday, May 28, 2022

New Column Name: Date Posted [10]

6. Using **VLOOKUP** find the company of the following Job-Ids

[14\*1=14]

JOB-A400-B32339
JOB-A401-B32338
JOB-A402-B32337
JOB-A403-B32336
JOB-A404-B32335
JOB-A405-B32334
JOB-A406-B32333
JOB-A407-B32332
JOB-A408-B32331
JOB-A409-B32330
JOB-A410-B32329
JOB-A411-B32328
JOB-A412-B32327
JOB-A413-B32326

7. Create a new field with the values based on the below-mentioned condition on the column company\_rating [10]

company_rating	Company Rating Category
0-1	Very Poor
1.1-2	Poor
2.1-3	Better
3.1-4	Good
4.1-5	Awesome

New Column Name: Company Rating Category

8. Create a **pivot table** to calculate the average company rating by company. [6]

## Assignment Instructions

1. The assignment is of 80 points
2. The answers should be based on the functionalities of excel only. No scores for any other way of solving the problems.
3. All the column names given should be strictly followed.
4. No columns should be deleted.
5. The last day to submit the assignment is 09/25/2022 11:59 PM