

Activity 08 - Locating and Using Specialized Functions

Before You Begin

The My Current Projects.xlsx workbook is open.

Scenario

You are an HR Generalist for Develetech Industries. You have been provided with an Excel workbook containing the hire dates of various employees. Your manager has asked you to find out what functions to use in order to determine the years of each employee's tenure. You have two reasons you need to calculate the tenure: employees with over 20 years with the company are getting an award, and employees with fewer than 5 years of employment need to attend a required safety training. You need to first find a function that will insert today's date, and then calculate the number of years an employee has been with the company based on that date, and count the number of employees that meet the tenure criteria.

- 1) Determine which function will insert the current date.
 - a) Select the **Employees** worksheet and verify that cell **B3** is selected.
 - b) On the ribbon, select the **Search** field and type ***insert current date***
 - c) Select **Get Help on "insert current date"**.
 - d) Select the Help topic **Insert the current date and time in a cell**.
 - e) If necessary, resize and expand the **Help** task pane.
 - f) Read the Help topic on inserting the current date and close the **Help** task pane.
 - g) In cell **B3**, type **=TODAY()** and press **Enter**.
- 2) Calculate the years of service value for each employee.
 - a) Select cell **C10**.
 - b) Enter the formula **=(B3-B10)/365** and press **Enter**.
 - c) Select cell **C10** and double-click the **AutoFill** handle to fill in the remaining years of service through cell **C39**.
- 3) Remember, the **AutoFill** handle is the black square in the bottom-right corner of any cell or range, and when you place your mouse on it, it turns into a black plus sign.
 - a) Determine the number of employees with over 20 years of service.
 - b) Select cell **B5**.
 - c) Select **Formulas** → **Insert Function**.
 - d) Select the **Or select a category** drop-down arrow and select **Statistical**.

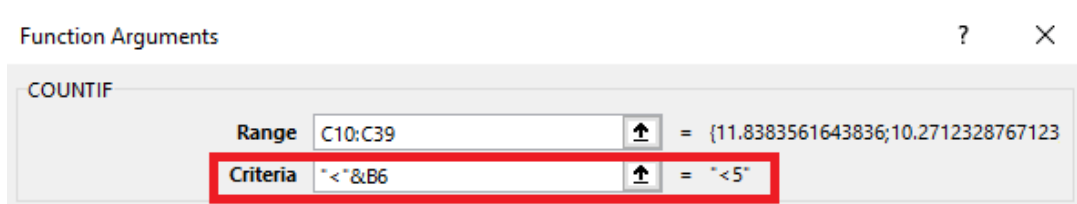
- e) From the **Select a function** list box, select **COUNTIF** and select **OK**.
- f) Verify that you are selecting the COUNTIF function and not the COUNTIFS function.
- g) In the **Function Arguments** dialog box, verify that your cursor is in the **Range** text box. Select the range **C10:C39** and then press **Tab**.
- h) In the **Criteria** text box, type **>=20** and select **OK**.
- i) Note that Excel will enclose your criteria in double quotes.
- j) Verify that ten employees have a tenure over 20 years.

	A	B	C	D
1	Develetech Employee Tenure			
2				
3	Current Date	12/21/2021		
4				
5	20 Year Service Award	10		

Because the current date changes, there may be more than ten employees with a tenure over 20 years on the date you are completing the course activity.

- 4) Determine the number of employees who need to attend the safety training.
 - a) Select cell **B7**.
 - b) On the **Formula Bar**, select **Insert Function**.
 - c) Select the **Or select a category** drop-down arrow and select **Most Recently Used**.
 - d) From the **Select a function** list box, select **COUNTIF** and select **OK**.
 - e) In the **Range** text box, select the range **C10:C39** and press **Tab**.
 - f) In the **Criteria** text box, type **"<"&B6** and select **OK**.

The ampersand (&) character used here is combining the less than (<) operator enclosed in quotes and the value of cell B6 together, for the criteria "<5".



- 5) Save the workbook and keep the file open.