

Activity 12 - Working with Text Functions

Before You Begin

The My Current Projects.xlsx workbook is open.

Scenario

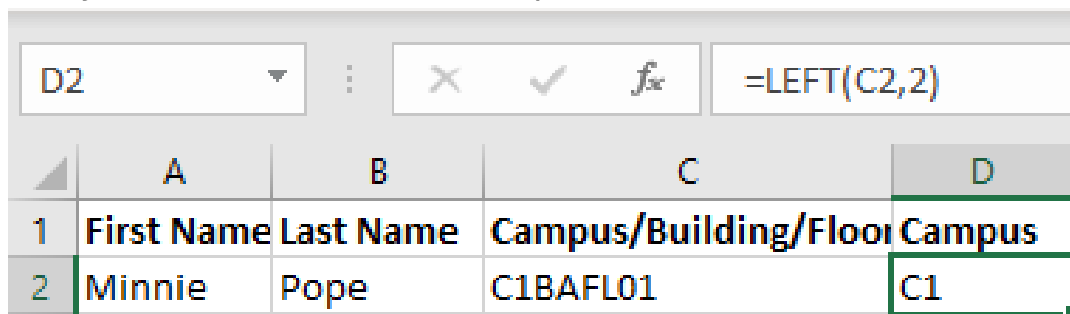
You are an HR generalist at Develetech Industries. Your company has a large campus with multi-floor buildings. In order to locate an employee in any building of the campus, you have been asked to extract various parts of data from text provided to you by your manager. The first two characters of the code represent campus notation, the next two characters represent the building code, and the last four characters represent the floor location. In order to do this, you will use text functions.

- 1) Select the **Campus Information** worksheet.

The images in the final substep of steps 2-4 provide the complete function in the formula bar if you prefer to manually type it.

- 2) Extract the campus code, the first two characters, from the combined field.
 - a) Ensure that cell **D2** is selected.
 - b) Select **Formulas**→**Text**→**LEFT**.
 - c) In the **Text** text box, type **C2** and press **Tab**.
 - d) In the **Num_chars** text box, type **2** and select **OK**.

Verify that the campus code was extracted.



	A	B	C	D
1	First Name	Last Name	Campus/Building/Floor	Campus
2	Minnie	Pope	C1BAFL01	C1

- 3) Extract the building code, the third and fourth characters, from the combined field.
 - a) Select cell **E2**.
 - b) Select **Formulas**→**Text**→**MID**.
 - c) In the **Text** text box, type **C2** and press **Tab**.
 - d) In the **Start_num** text box, type **3** and press **Tab**.
 - e) In the **Num_chars** text box, type **2** and select **OK**.

Verify that the building code was extracted.

	A	B	C	D	E
1	First Name	Last Name	Campus/Building/Floor	Campus	Building
2	Minnie	Pope	C1BAFL01	C1	BA

- 4) Extract the floor code, the last four characters, from the combined field.
 - a) Select cell **F2**.
 - b) Select **Formulas**→**Text**→**RIGHT**.
 - c) In the **Text** text box, type **C2** and press **Tab**.
 - d) In the **Num_chars** text box, type **4** and select **OK**.

Verify that the floor code was extracted.

	A	B	C	D	E	F
1	First Name	Last Name	Campus/Building/Floor	Campus	Building	Floor
2	Minnie	Pope	C1BAFL01	C1	BA	FL01

- 5) Concatenate the first name and last name in a single field.
 - a) Select cell **G2**.
 - b) Type **=CONC** and press **Tab** to use Formula AutoComplete.
 - c) In the **text1** argument, select or type **A2** and type a comma (,)
 - d) In the **[text2]** argument, type " " and type a comma (,)

G	H	I
Full Name		
=CONCAT(A2," ",		

CONCAT(text1, [text2], [text3], ...)

There is a space between the two quotation marks.

- e) In the **[text3]** argument, select or type **B2** and type a right parenthesis) to complete the function and press **Ctrl + Enter**.

Verify that the employee name appears in the full name format.

	A	B	C	D	E	F	G
1	First Name	Last Name	Campus/Building/Floor	Campus	Building	Floor	Full Name
2	Minnie	Pope	C1BAFL01	C1	BA	FL01	Minnie Pope

6) AutoFill in the remaining rows of data.

a) Select cells **D2:G2** and double-click the **AutoFill** handle of cell **G2**.

Verify that the campus, building, floor, and full names are listed for all personnel.

	A	B	C	D	E	F	G
1	First Name	Last Name	Campus/Building/Floor	Campus	Building	Floor	Full Name
2	Minnie	Pope	C1BAFL01	C1	BA	FL01	Minnie Pope
3	Terry	Hart	C1BBFL02	C1	BB	FL02	Terry Hart
4	Dianna	Watts	C1BAFL02	C1	BA	FL02	Dianna Watts
5	Martha	Fernandez	C1BBFL03	C1	BB	FL03	Martha Fernandez
6	Alyssa	Underwood	C1BAFL03	C1	BA	FL03	Alyssa Underwood
7	Dexter	Cox	C1BCFL01	C1	BC	FL01	Dexter Cox
8	Julius	Ferguson	C1BCFL02	C1	BC	FL02	Julius Ferguson
9	Hannah	Duncan	C1BCFL03	C1	BC	FL03	Hannah Duncan

7) Save the workbook and close the file.