

Session 3: Exercise

- 1 Open *Employee Summary-1* from your sample files folder.

	A	B	C	D	E	F	G
3	Full Name	Last Name	First Name	Department	Date Started	Year Started	Bonus
4	Johnny Caine				16-Jan-98		
5	George Marley				18-Feb-02		

- 2 Using the RIGHT, LEFT, LEN and FIND functions, split the *Full Name* in column A into *Last Name* and *First Name* in columns B and C.

	A	B	C
3	Full Name	Last Name	First Name
4	Johnny Caine	Caine	Johnny

- 3 Use an exact VLOOKUP to return the *Department* for each employee (departments are listed on the *Departments* worksheet).

	A	B	C	D
3	Full Name	Last Name	First Name	Department
4	Johnny Caine	Caine	Johnny	Sales

- 4 Use a COUNTIF function to return the headcount for each department in cells B20:B22.

	A	B
19	Department	Headcount
20	Sales	6
21	Purchasing	5
22	Logistics	3

- 5 Use the YEAR function to populate column F with the year each employee started.

	A	B	C	D	E	F
3	Full Name	Last Name	First Name	Department	Date Started	Year Started
4	Johnny Caine	Caine	Johnny	Sales	16-Jan-98	1998
5	George Marley	Marley	George	Purchasing	18-Feb-02	2002

- 6 Each employee in the *Sales* department receives a 10% bonus while all other employees receive a 5% bonus. Use an IF function to populate column G with the correct bonus percentage.

	A	B	C	D	E	F	G
3	Full Name	Last Name	First Name	Department	Date Started	Year Started	Bonus
4	Johnny Caine	Caine	Johnny	Sales	16-Jan-98	1998	10%
5	George Marley	Marley	George	Purchasing	18-Feb-02	2002	5%

- 7 Save your work as *Employee Summary-2*.

Employee Summary-1

If you need help
slide the page to
the left

