UPSKILL TECHNOLOGIES- ADVANCE EXCEL EXERCISES

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Exercise #   :101J
Level   : Easy
Objective   : To Assess the knowledge of text and date functions in Ms-Excel
Compatibility : With all versions of Excel

Instructions

1) Open the exercise workbook 101J.

2) Correct the formatting in cell A4 to display date properly. Should display "22-Sep-15"

3) Write a formula in cell A8 to extract month name ("Nov") from the date in cell A7.

4) Write a formula to identify the number of weekdays in Table 1 excluding the holidays.

5) Calculate the no. of months between the dates using a formula in Table 2.

6) Using Text Functions identify the first, middle and last name from the Table 3.

7) Write a formula to clean extra spaces from the Table 4.

Save the final workbook with your name and the exercise # and send it for evaluation to info@upskilltechnologies.com

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