

Dates, Text, and Time Functions Practice

Tracker

Howard occasionally receives calls from customers who are concerned that they have not received a package that was shipped to them. He wants to use Excel to determine how long the package has been in transit. Use date and time functions to complete the following tasks.

Task #	Points	Task Description
1	5	Use the TODAY function to insert the current date in cell C6.
2	5	Use the WEEKDAY function in cell C8 to calculate the day of the week for the shipment date entered in cell C4.
3	5	Use the WEEKNUM function in cell C10 to calculate the week of the year for the shipment date entered in cell C4.
4	5	Use the MONTH function in cell C12 to calculate the month for the shipment date entered in cell C4.
5	5	Calculate the difference between the shipment date entered in cell C4 and the current date in cell C6. Insert this calculation in cell C14.
6	5	Calculate the number of hours since the shipment date. Insert your calculation in cell C15. (hint: convert the number of days to number of hours by multiplying the number of days in C14 by 24.)
7	5	Calculate the number of minutes since the shipment date. Insert your calculation in cell C16.
8	5	Calculate the number of seconds since the shipment date. Insert your calculation in cell C17.
Total:	40	

Shipping Log

Howard has an account with a major shipping company to deliver all of their orders. This shipping company sends him a log of all shipments that were delivered each day. The log is a little bit difficult to read. It contains a shipment number (column B of the table below) as well as a computer generated time stamp (column C of the table below) that corresponds with the time of the day that each shipment was delivered. Use time and text functions to complete the tasks below. Ultimately you want to create the "Text Stamp" in column K that completes the phrase, "Shipment number # was delivered at HH:MM:SS today." for each row of the log. You will replace "#" with the employee number and "HH:MM:SS" with the appropriate time stamp.

Task #	Points	Task Description
1	5	Use the LEN function in cell C8 to calculate the length of the "Text Stamp Phrase" in cell C7.
2	5	Use the SEARCH function in cell C9 to determine the position of the "#" symbol in the "Text Stamp Phrase" in cell C7.
3	6	Use the LEFT function in cell C10 to return the text "Shipment number " (notice the space after number) from the "Text Stamp Phrase" in cell C7. Use a reference to the location of the "#" symbol in cell C9 as the "[num_chars]" argument. Since the "#" symbol is 1 character past the text you want to return, you will need to adjust the "[num_chars]" argument by subtracting 1 from the reference to cell C9.
4	6	Use the SEARCH function in cell C11 to determine the position of the characters " HH" (notice the space before the first H) in the "Text Stamp Phrase" in cell C7.
5	5	Use the MID function in cell C12 to return the text " was delivered at " (notice the spaces at the beginning and end of the phrase) from the "Text Stamp Phrase" in cell C7. Use a reference to the location of the "#" symbol in cell C9 as the "start_num" argument. Since the "#" symbol is 1 character before the text you want to return, you will need to adjust the "[num_chars]" argument by adding 1 to the reference to cell C9. Use the difference between the location of the "#" symbol and the characters " HH" as the "num_chars" argument.

6	6	Use the RIGHT function in cell C13 to return the text " today." from the end of the "Text Stamp Phrase" in cell C7. The "[num_chars]" argument for your function is 7 since there are 7 characters in the text " right." (including the space at the beginning).
7	5	Use the HOUR function in cell D17 to calculate the "Hour" portion of the "Shipper's Time Stamp" found in cell C17. Copy and paste the function down to complete the "Hour Part" column of the table.
8	5	Use the MINUTE function in cell E17 to calculate the "Minute" portion of the "Shipper's Time Stamp" found in cell C17. Copy and paste the function down to complete the "Minute Part" column of the table.
9	5	Use the SECOND function in cell F17 to calculate the "Second" portion of the "Shipper's Time Stamp" found in cell C17. Copy and paste the function down to complete the "Second Part" column of the table.
10	6	Use the CONCAT function (or the CONCATENATE function if you are using Excel 2013 or earlier) in cell J17 to combine the text in cells G17, H17, and I17 to create a "Time Stamp". Notice that the syntax for the "Time Stamp" is "HH:MM:SS". You will need to insert the ":" symbol between "Hour" and "Minute" and between "Minute" and "Second". (Hint: you should have five arguments for your function. arguments 2 and 4 should be the ":" symbol.) Copy and paste your function to complete the "Time Stamp" column of the table.
11	6	Use the CONCAT function (or the CONCATENATE function if you are using Excel 2013 or earlier) to combine the text in cells C10, B17, C12, J17, and C13 (in that order) to create the "Text Stamp" in cell K17. The "Text Stamp" in cell K17 should read "Shipment number 1039 was delivered at 00:53:31 today." Copy and paste your function to complete the "Text Stamp" column of the table.
Total:	60	