Dates, Text, and Time Functions

This assignment has a total of 100 points.

Complete the homework placing all answers in the cells indicated.

Do not insert rows or columns unless instructed to do so. The grader relies on the current worksheet structure.

Birthday

Use date and time functions to complete the 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 birthdate entered in cell C4.
3	5	Use the WEEKNUM function in cell C10 to calculate the week of the year for the birthdate entered in cell C4.
4	5	Use the YEAR function in cell C12 to calculate the year for the birthdate entered in cell C4.
5	5	Calculate the difference between the birthdate 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 birthdate. 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 birthdate. Insert your calculation in cell C16.
8	5	Calculate the number of seconds since the birthdate. Insert your calculation in cell C17.
Total:	40	

Security

You are responsible for monitoring employees entry into your company's server room. To complete this task, you review a log of when employees entered the room. The log is a little bit difficult to read. It contains an employee number (column B) and a computer generated stamp that records when the employee

swipped their ID card to enter the room (column C). 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, "Employee number # entered the server room 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 "Employee 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 " entered the server room 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 "Entry Swipe" found in cell C17. Copy and paste the function down to complete the "Hour" column of the table.
8	5	Use the MINUTE function in cell E17 to calculate the "Minute" portion of the "Entry Swipe" found in cell C17. Copy and paste the function down to complete the "Minute" column of the table.
9	5	Use the SECOND function in cell F17 to calculate the "Second" portion of the "Entry Swipe" found in cell C17. Copy and paste the function down to complete the "Second" column of the table.
10	6	Use the CONCATENATE function 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 CONCATENATE function 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 "Employee number 18 entered the server room at 00:53:02 today." Copy and paste your function to complete the "Text Stamp" column of the table.
Total:	60	