

TABLE of EMPLOYEES

id	name	surname	sex	born	education	position	department	wage	1st day at company
1000	Jane	Doe	female	10.1.1956	college	worker	IT	2 856,00 €	26.10.2001
1001	Mark	Antony	male	15.3.1968	university	teamleader	HR	2 100,00 €	13.5.2006
1002	Mike	LeBouf	male	1.4.1987	college	manager	IT	3 568,00 €	15.8.2007
1003	Carol	Smith	female	5.3.1974	college	worker	Sale	1 980,00 €	5.6.2001
1004	Suzanne	Bush	female	9.4.1976	university	worker	PR	1 874,00 €	8.2.2005
1005	John	Streep	male	8.12.1963	university	teamleader	Sale	2 456,00 €	9.4.2001
1006	Victoria	Jones	female	8.2.1954	college	head of dep	IT	5 284,00 €	19.6.2005
1007	James	Seagal	male	9.1.1977	college	manager	HR	1 874,00 €	7.12.2004
1008	Luisa	Clark	female	23.2.1964	university	head of dep	Sale	4 879,00 €	9.1.2005
1009	Catherine	Donovan	female	17.11.1980	college	manager	PR	2 654,00 €	5.3.2010
1010	Steven	Ford	male	19.6.1978	university	worker	Security	2 058,00 €	9.8.2004

1. exercise:

How many day employee work at company

name	days
Jane	4518
Mark	2858
Mike	2399
Carol	4661
Suzanne	3317
John	4718
Victoria	3186
James	3380
Luisa	3347
Catherine	1466
Steven	3500

2. exercise:

How many employees work at particular department

department	employee
HR	2
PR	2
IT	3
Sale	3
Security	1

Functions

Task	Result
Date and Time Functions	
a. Find actual date - TODAY	10.3.2014
b. Find actual Date and Time - NOW	10.3.2014 7:18
c. Find actual year - YEAR	2014
d. Find actual month - MONTH	3
e. Find actual week in year - WEEKNUM	11
f. Find actual day in week - WEEKDAY	1
g. Find actual day in month - DAY	10
h. Find actual hour in day - hour	7
i. Find actual minute in hour - MINUTE	18
j. Find actual second in minute - SECOND	59
Text Functions	
a. Change name of employee with function - PROPER	Suzanne
b. Change name of employee with function - UPPER	SUZANNE
c. Change name of employee with function - LOWER	suzanne
d. Replace name of employee with function - REPLACE , replacement text is XXX and starts at 3 to 5 positions of name	Suxxxnne
e. Display first three letters of the name - LEFT	Suz
f. Display last three letters of the name - RIGHT	nne
Math and Statistical Functions	
a. Find average wage - AVERAGE	2871,181818
b. Find maximal wage - MAX	5284
c. Find minimal wage - MIN	1874
d. Find fifth largest wage - LARGE	2654
e. Find fifth smallest - SMALL	2100
f. Find most frequent wage - MODE	1874
g. Find median of wage - MEDIAN	2456
h. Find standard deviations of wage - STDEV	1208,192437
i. Find product of the largest and smallest wage - PRODUCT	9902216
j. Find third power from average wage - POWER	23669118582
k. Find second radix from average wage - SQRT	53,58340992
l. Find sum of all wages - SUM	31583
m. Find count of employees - COUNT	11
n. Find count of employees from IT department - COUNTIF	3

FORMULA and CELL ADDRESS

	Input	Result
without equals	2+2	2+2
with equals	"=2+2"	4

Relative Address (input1 + input2)

input 1	input 2	result
1	100	101
2	100	102
3	100	103
4	100	104
5	100	105

Hybrid Address (default in row + input1), (default in row + input2), (default in row + input3)

Default	input 1	input 2	input 3	result 1	result 2	result 3
100	1	10	51	101	110	151
100	2	11	52	102	111	152
100	3	12	53	103	112	153
100	4	13	54	104	113	154
100	5	14	55	105	114	155

Fixed Address (default + input1), (default + input2), (default + input3)

Default	input 1	input 2	input 3	result 1	result 2	result 3
1000000	1	10	51	1000001	1000010	1000051
	2	11	52	1000002	1000011	1000052
	3	12	53	1000003	1000012	1000053
	4	13	54	1000004	1000013	1000054
	5	14	55	1000005	1000014	1000055

DATA CATEGORY

category	input	General	Number	Currency	Date	Percentage	Text
text	hello	hello	hello	hello	hello	hello	hello
number	10	10	10,00	10,00 €	10.1.1900	1000,00%	10
date	10.3.2014	41708	41708,00	41 708,00 €	10.3.2014	4170800,00%	41708

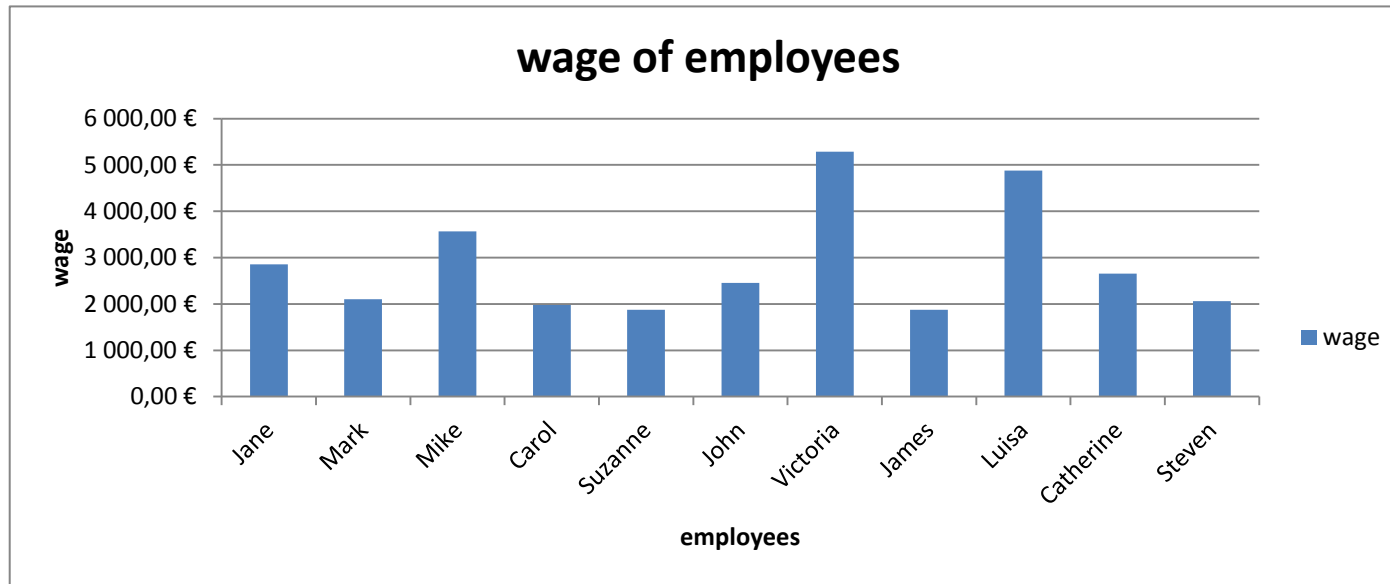
DATE UNDERSTANDING

NUMBER	DATE	
1	1.1.1900	1st day ever in excel
10	10.1.1900	
100	9.4.1900	
366	31.12.1900	
367	1.1.1901	
1000	26.9.1902	
10000	18.5.1927	
36526	1.1.2000	year 2000
41707	9.3.2014	yesterday
41708	10.3.2014	today
41709	11.3.2014	tomorov

1st date	2nd date	days between
10.3.2014	31.12.2014	296

1st date	days after	Result date
10.3.2014	100	18.6.2014

Charts



Pivot Table

Sum of wage	Column Labels								
Row Labels	college			college Total	university			university Total	Grand Total
	head of dep	manager	worker		head of dep	teamleader	worker		
female	5284	2654	4836	12774	4879		1874	6753	19527
male		5555		5555		4556	2058	6614	12169
Grand Total	5284	8209	4836	18329	4879	4556	3932	13367	31696