Exp19_Excel_Ch11_Cap_Donors

Project Description:

You are a development officer for a state university. As an officer, you manage a portfolio of important donors who contribute financially to different areas within the university. You categorize the donors based on the college or school for which they want their donations associated. You recently downloaded the portfolio to an Excel workbook. Based on the way the data downloads from the main database, you want to format the text for readability and to make it easier for you to analyze. In addition, you will create an advanced filter to review a list of donors for a particular college or school. Finally, you want to create a look up area to look up data for a specific donor and create a summary section.

Steps to Perform:

Step	Instructions	Points Possible
1	Start Excel. Download and open the file named *Exp19_Excel_Ch11_Cap_Donors.xlsx*. Grader has automatically added your last name to the beginning of the filename.	0
2	The first column displays the name of the college or school (such as *ART* or *BUSINESS*) associated with each. You want to assign a three-character code for each college and use that code to attach to existing donor IDs to create a unique field. In cell B6, insert the LEFT function to extract the first three characters from the college name in cell A6. Copy the function to the range B9:B35.	5
3	You now want to combine the college ID and donor ID. In cell D6, insert the CONCAT function to combine the college ID in cell B6 with the donor ID in cell C6 with a hyphen between the two text strings. Copy the function to the range D9:D35.	5
4	In cell J6, insert a text function that displays the college name from cell A6 with just the first letter capitalized, such as *Engineering*. Copy the function to the range J9:J35.	5
5	The Full Name column displays last and first names of the donors. You want to display last names only in a separate column. In cell F6, type Schneider and use Flash Fill to fill in the last names for the donors in the range F9:F35.	5
6	The Address column contains street addresses, city names, and state abbreviations. To manage the address list better, you will separate the data into three columns. Select the addresses in the range G6:G35 and convert the text to columns, separating the data at commas.	10
7	The top-left section of the spreadsheet is designed to be able to enter a donor's ID, such as ENG-15, and look up that person's position in the list, display the donor's full name, and display the amount donated this year. The first step is to identify the position number of the donor ID. In cell B3, insert the MATCH function to look up the donor ID in cell B2, compare it to the list in the range D6:D35, and then return the donor's position within the list.	5
8	Now you are ready to use the position number as an argument within the INDEX function. In cell B4, insert an INDEX function that uses the range D6:K35, looks up the row position number from the MATCH function result, and then uses the column position number for Full Name.	5

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