

Working with String Functions in MS Excel

Lab

You have a dataset containing employee details in the following format. Use string functions to extract specific information.

Example Setup in Excel:

	A	B	C	D	E	F
1	Employee ID	Name	Department			
2	E123-John-Doe	John Doe	Sales			
3	E456-Jane-Smith	Jane Smith	Marketing			
4	E789-Mike-Jones	Mike Jones	HR			

Tasks:

1. Extract the **Employee Code** (e.g., "E123") from the Employee ID in column A into column **D** using a formula.
 2. Extract the **First Name** (e.g., "John") from the Employee ID into column **E**.
 3. Extract the **Last Name** (e.g., "Doe") from the Employee ID into column **F**.
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