

## Assignment 02

In this assignment, students will have the opportunity to use the Flash Fill feature of Excel and discover some of its strengths and weaknesses.

Students should recall that “Flash Fill” the earliest AI features built into Excel, and was introduced way back in 2013.

### Here’s what you need to do.

1. Download Assignment2.xlsx and/or import it into Office 365. ( I don’t care which version of Excel you use for this assignment, but every Temple student has access to Office 365!)

This spreadsheet represents names and addresses of customers in NY, NJ, and PA. The data was collected from multiple stores. Sadly, the store clerks who collected the data weren’t really thinking about how the data might be used, so they put the data in to the spreadsheet like this:

Name	Address	Last Product Purchased
Bill Reber	123 Street Road, Philadelphia PA 19122	3298-ksfp
Sean Reeves	1902 Washington Lane, Trenton NJ 08629	0353wcki
Sara Jane	89 Avenue D, Harrisburg PA 17070	klsw 8433
Isolde Wisp	779 Sullivan Walks, Heatherville, PA 16931	3298-ksfp

There are a couple problems with what the clerks did here.

- Name should have been stored in two columns, “First Name” and “Last Name”
  - Similarly, the address information will be more useful if it is broken down into Street Address, City, State, and Zip.
  - The “Last Product Purchased” column was entered inconsistently. The product id numbers are supposed to be four digits, followed by four upper case alpha characters. Like this: 9999AAAA (No spaces, no dashes)
2. Your boss, Mr. Burns, is not happy with this. Your job will be to clean this data up. Make your changes on the “REVISED DATA” tab. (There is also an “ORIGINAL DATA” tab provided for your reference only. You shouldn’t edit the “ORIGINAL DATA” tab.)
  3. Start by translating “Last Product Purchased” and putting the corrected values into the “CorrectedProductId” column. Use Flash Fill to do this.

HINT: It would be smart to translate the first three or four product ids before attempting to use Flash Fill. That way you are “training” the AI feature on the pattern you are expecting.

4. Next, use Flash Fill to populate the “First Name” and “Last Name” columns.

5. Finally, split the address provided into Street, City, State, and Zip. This is (apparently) where Flash Fill struggles a bit. For that reason, I highly recommend that you experiment with the “Data” and “Text to Columns” feature to get the desired effect here.

You are welcome to try to use Flash Fill here, but Mr. Burns does want accurate results. He has instructed me to deduct points for sloppy / incorrect work.

I personally was not satisfied with Flash Fill for this part of the assignment!

6. Finally, we have a bit of a problem with zip codes. It seems that New Jersey has some zip codes that start with zero. (How rude!)

That means that this zip code 08629 gets translated to 8629. The value 8629 is not a valid zip code. A valid zip code should have 5 digits.

To fix this, I want you to store the zip codes as text, with as many leading zeros as needed.

How do you do that? I asked ChatGPT and got this nifty tip:

“In a new column, use the formula `=TEXT(A1, "00000")`, assuming your zip codes are in column A. This formula converts the number into a text string and adds the leading zero where necessary.”

That’s a nice little trick, and I want you to try it. You’ll need to copy paste the \*values” from a new / temporary column in to the Zip column to get just the text (and make Mr. Burns happy.)

This is all eerily similar to what we saw in class. The Flash Fill feature is cool, but Excel formulas are still useful too.

A final tip – if you get stuck along the way (because Excel just isn’t your thing) I suggest you ask ChatGPT for advice, just like I did.

7. When you are done, upload your corrected spreadsheet to Assignment 2 on canvas.