

Day 2 – Home Assignment

Task 1 – Identify Data Types

Open the dataset used in class and create a small table with **any 6 columns**.

For each column, write:

- Column name
 - Data type (Numeric / Text / Date)
 - One possible issue with that column
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Task 2 – Sort & Filter Practice

Using the same dataset:

1. Sort the data by **one numeric column** (ascending order)
2. Apply a filter on **one text column**

Save the file after applying both.

Task 3 – Data Formatting Check

Perform the following:

- Convert **one text column** to lowercase
 - Ensure **one numeric column** is not stored as text
 - Format **one date column** correctly
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Task 4 – Q&A

1. What happens if a numeric column is stored as text?
 2. Why should dates be stored in date format and not as text?
 3. What is the difference between sorting and filtering?
 4. Can Excel calculations work correctly if data types are wrong? Why?
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Task 5 – Screenshot Submission

Attach **2 screenshots on the same excel file** showing:

- Applied sorting
 - Applied filtering
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Customer ID	Name	City	Age	Join Date	Purchase Amount
101	John Doe	New York	35	2021-05-12	250.50
102	Jane Smith	Los Angeles	twenty-nine	2020/08/23	180
103	Mike Johnson		45	15-03-2020	320.75
104	Sara O'Neil	Chicago	NA	July 5, 2019	Not Recorded
105	Chris Brown	Miami	28	2021.11.30	150
106	Emily Davis	dallas		03/12/2020	275.60
107	Robert Lee	San Francisco	52	2020-07-18	
108	Anna Green		31 yrs	2019-10-05	N/A
109	David Miller	Boston	41	11.02.2021	410.25
110	Lisa Chen	Seattle	36	2021/01/10	85.5

Figure 1 Sample Image

Customer ID	Name	City
101	John Doe	New York
102	Jane Smith	Los Angeles
103	Mike Johnson	
104	Sara O'Neil	Chicago
105	Chris Brown	Miami
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107	Robert Lee	San Francisco
108	Anna Green	
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