**Excel Assignment 4**

1. What is the benefit of Microsoft 365?
2. Use two datasets and perform join on specific columns.
3. How to perform string formatting in excel. Demonstrate it with examples.
4. Create an advance expense distributor in excel.

Example: Consider expenses of a person who will be entered in excel at the same time expenses must be evenly distributed among all people with the amount of money each person should return/ receive.

1. Create reports to generate mark sheets of students in excel where percentages and addition of marks should be done using formulas.

**Question 1**

Benefits of Microsoft 365

* Explore the benefits of Microsoft 365.
* More Microsoft subscription benefits.
* Premium versions of Word, Excel, PowerPoint, and OneNote.
* 1 TB of OneDrive cloud storage
* Share your subscription with up to five people
* Advanced security
* Expanded technical support.

**Question 2**

To join two excel files in one we have to follow the steps discussed below;

1. Open the new file in Excel
2. Go to data and click on Get data
3. Click on From file and then from workbook.
4. Then new window appear and select the file which you want to merge. After selecting the file, click on import.
5. A window appear with the name “Navigator”. Below you will see your file name and the number of sheets it contains. On the right hand side you can see your data.
6. Now click on arrow down button next to ‘Load’ and click on “Load To”.
7. Now Click on “Only Create Connection” and then ok.
8. On right hand side , a window appears name as ‘Queries and Connections’ and you will see your file name which is being connected.
9. Now perform the same operations for the other file to connect it.
10. You can import as many files as you want.
11. Now we have to import the data from these files.
12. Click anywhere on the cell like we select A1.
13. Go to data and click on Get Data and then ‘Combine Queries’ and then click on ‘Append’
14. If you have two tables click on it , otherwise if you have more than 2 files, then click on ‘three or more files’.
15. Click on each file and add them and then OK.
16. A new window open of ‘Power Query Editor’ and all your data will appear there.
17. I Home, click on close and load. Now all your data will appear in excel.
18. Now this data is converted into table format.
19. Click anywhere on the data and click on Table Design tab and then click on ‘Convert to Range’ and then continue.
20. Now your data is converted to simple Range.

Join 1 and Join 2 are two files which are attached and final file is being made using these two files , join is done on a new file in the Append1 worksheet ‘final join’ file.

**Question 3**

String formatting is being done in file “String formatting assignment4”. The file is being attached for the reference.

**Question 4:**

There is a excel report, which is based on expenses incurred during the tour to Goa. Four friends went on tour and their expenses are also categorised individually. Each one of them pay the different amount, some pay the high amount, or some pay the less. At the end total is being done and expenses must be divided equally.

Report has been attached by the name “Expenses Report assignment4”.

Pending amount show that, the values which are positive must paid that 2112.5 amount to Abhishek. Here Aman(687.5), jaggu(1087.5), and Ankur(337.5) must pay that amount to Abhishek, as Abhishek pending expenses are negative so he will get the collective amount from other three friends.

**Question5**

In the “File expenses report Assigment4”, Generation of marksheet has been done below the Expenses table. Total subjects are 6 and maximum marks are 100. Data of four students is available is there and calculations is done using formulas.