**Assignment-1**

**Task 1:-**

* Open a new Excel workbook, rename “Sheet1” to “Student\_Data”, and create a new sheet named “Scores”.
* Enter the following data in “Student\_Data”:

A1: Name, B1: Age, C1: Grade

A2: John, B2: 15, C2: A

* Format the “Age” column as Number and “Grade” column as Text.

**Task 2:-**

* Copy the data from the “Student\_Data” sheet and paste it into the “Scores” sheet.
* Cut the “Grade” column from “Scores” and paste it next to the “Name” column.

**Task 3:-**

* Print only the “Student\_Data” sheet or export it as a PDF.

**How to Submit??**

For task 1 and 2 , submit the screenshots of each task and individual excel files for both tasks. For task3 submit the pdf which is exported. You can make a drive folder and then put all the required submissions there, make it public and submit the link of the folder.