Assignment 11

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Instructions

Describe any three uses of entering data in a cell using an apostrophe: 30 Marks

Define LEFT, RIGHT, and FIND function in one paragraph with examples: 30 Marks

In this assignment, you need to calculate the overtime of employees who worked more than 7 hours and 21 minutes in the same sheet of your last assignment. Then calculate the total salary adding overtime to the salary in a new column. 35 Marks

Note:

You have to submit 02 files:

The 1st file should be in document format having your introduction and the first two tasks of this assignment.

The 2nd file should be in .xls or .xlsx format containing your introduction in the workbook and the tasks required in task 3 of this assignment.