Assignment 2.1

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Instructions

Define the following purposes of basic formatting in a single paragraph: 50 Marks

1. How data formatting helps in Professional Looking of data?
2. How data formatting helps users to read it easily?
3. How data formatting helps users in Data Visualization?
4. How data formatting helps in highlighting key information?
5. How data formatting helps in time-saving for the user?

10 Marks for every correctly briefed paragraph.

Submit an Excel file of .xls or .xlsx extension in which you created daily income, expense, profit, and loss data sheet file in your previous assignment with a new sheet having the same data with basic formatting, fonts, coloring, alignment, borders, and center across selection 45 Marks

10 Marks for submitting xlsx or xls file.

7 Marks for every applied formatting.

Note:

You have to submit two files:

In the first file, you will explain Task 1 in a single file having a .doc or .docx extension.

In the second file, you will apply font, color, alignment, border, and center across selection formatting, and create a weekly budget of income, expense, and profit with data bars in a .xls or .xlsx extension.

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Formulas And Functions Part-1.

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