Assignment 2

***Assignment No. 2***

Excel for Data Analyst: Assignment No. 2

Total Marks 100

Your assignment should start like this 05 Marks

Assignment No 3 Introduction of Assignment

Submitted By Your Name

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Submission Date 01-01-2024

***Instructions***

Define the following terms in one or two lines: 30 Marks

1. Tabs
2. Ribbon
3. Groups
4. Name Box
5. Formula Bar
6. Status Bar

How cells can be formatted and how many formatting are there in the numbers group of the Home tab? 25 Marks

Define Data Bars in conditional formatting and their common uses. 15 Marks

Submit an Excel file of .xls or .xlsx extension in which you create daily income, expense, profit, and loss data with the sum function and every column formatted. Additionally, show that profit amount with data bars in the next column. 25 Marks

***Note***:

You have to submit two files:

* In the first file, you will explain Task 1, 2, and 3. This file will have a .doc or .docx extension.
* In the second file, you will create a weekly budget of income, expense, and profit with data bars in a .xls or .xlsx extension.