Assignment 5

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Instructions

Describe 11 different data formats in Excel in only one line each. 55 Marks

Create a duplicate sheet of your previously created data set and apply the following: 40 Marks

Currency format to the currency column

Date format as ‘dd-mmm-yyyy’

Insert two columns to the right side of the Name column with the column names ‘First Name’ and ‘Last Name’

Use Flash Fill to populate these columns with the first and last names respectively

Note:

You have to submit 02 files:

The first file should be in document format containing your introduction and the first task of this assignment where you define 11 different data formats used in Excel. 5 Marks for each correctly described data format.

The second file should be in .xls or .xlsx format containing your introduction and two sheets with the same data set. The second sheet should have the modifications as required in task 2 of this assignment. 10 Marks for each data format applied and 10 Marks for Flash Fill in both the First and Last Name columns.