Assignment 8

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Instructions

Describe any five uses of custom formatting with examples. 50 Marks

In your previously created data, replicate a sheet with the name of Assignment 8 and: 10 Marks

Insert a row or two above the data and give a heading that covers all columns. The heading should be center-aligned using any option. 10 Marks

Create a column for Phone Numbers and apply custom formatting for phone numbers so that when you enter only the number, the country code will appear for all Australian employees. 10 Marks

Apply custom formatting for the phone numbers of the last five employees according to their country with their dialing code. 15 Marks

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.

The second file should be in .xls or .xlsx format containing your introduction and one replicated sheet with the same data set and tasks defined as above.