Assignment 4

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Instructions

Describe two different uses of the Format Painter and how to apply it in two different ways? 20 Marks

Briefly describe five different uses of the fill handle. 25 Marks

Briefly describe three different uses of filters and how to apply them. 30 Marks

Submit the Excel file you created in the last assignment, with the age of each employee calculated using the DATEDIF() function, referencing the D.O.B. column. Apply a filter to the data using any option. 20 Marks

Note:

You have to submit 02 files:

The first file should be in a document format and include your introduction followed by the first three tasks of this assignment.

The second file should be in .xls or .xlsx format and include your introduction, followed by the data set with the DATEDIF() function and applied filters.