

Excel Assignment 4

1. What is the benefit of Microsoft 365?

One of the main advantages of Office 365 is that it allows users to work from anywhere as long as they have internet connectivity. Because Office 365 is entirely cloud-based, emails, files, and popular Office programs (such as Word, PowerPoint, and Excel) can be accessed from any location and any device.

2. Use two datasets and perform join on specific columns.

If you are to merge two tables based on **one column**, [VLOOKUP](#) is the right function to use.

Supposing you have two tables in two different sheets: the main table contains the seller names and products, and the lookup table contains the names and amounts. You want to combine these two tables by matching data in the *Seller* column:

	A	B	C
1	Seller	Product	Amount
2	Adam	Bananas	
3	Harry	Oranges	
4	Luis	Apples	
5	Nick	Lemons	
6	Pete	Bananas	
7	Rob	Lemons	
8	Ron	Apples	
9	Steve	Bananas	
10	Tom	Lemons	

Main table

	A	B
1	Seller	Amount
2	Ron	\$510
3	Luis	\$520
4	Nick	\$550
5	Steve	\$600
6	Harry	\$605
7	Rob	\$605
8	Adam	\$705
9	Pete	\$735
10	Tom	\$920

Lookup table

3. How to perform string formatting in excel. Demonstrate it with examples.

- Right-click any cell and select Format Cell.
- On the Number format tab, select the formatting you need.
- Select Custom from the Category list on the left of the Number Format dialog box.
- Copy the syntax found in the Type input box.

Formatting in Excel

	A	B	C
2			
3	Name	Score	
4	Jitin	56	
5	Sarika	78	
6	Ronica	66	
7	Pooja	45	
8	Manish	87	
9	Sonali	90	
10			

We have the above-unorganized data, which is looking very simple. Now we will do data formatting in excel and will make this data in a presentable format.

- First, select the header field and make it bold.
- Select the whole data and choose the “All Border option” under the border

So the Data will look like this :

	A	B	C
2			
3	Name	Score	
4	Jitin	56	
5	Sarika	78	
6	Ronica	66	
7	Pooja	45	
8	Manish	87	
9	Sonali	90	
10			
11			

- Now select the header field and make the thick border by selecting the “Thick box border” under the border.

After that, the Data will look like this :

	A	B	C
2			
3	Name	Score	
4	Jitin	56	
5	Sarika	78	
6	Ronica	66	
7	Pooja	45	
8	Manish	87	
9	Sonali	90	
10			
11			



- Make the header field in the center
- Also, choose a background color other than white. Here we will use a light blue color.

Now the data is looking more presentable.

	A	B	C
2			
3	Name	Score	
4	Jitin	56	
5	Sarika	78	
6	Ronica	66	
7	Pooja	45	
8	Manish	87	
9	Sonali	90	
10			
11			

4. Create an advance expense distributor in excel.

Example: Consider expenses of a person who will be entered in excel at the same time expenses must be evenly distributed among all people with the amount of money each person should return/ receive.

Businesses can use customizable Excel templates to invoice their customers. To create an invoice from an Excel template on a Windows PC, follow these steps:

1. Open Microsoft Excel

To begin making an invoice from an Excel template, you'll first need to launch Microsoft Excel on your PC.

2. Search for an Invoice Template

Once Excel is open on your computer, use the search bar that's located at the top of the window and enter "invoice" to find invoice templates. Make sure you're connected to the internet to perform the search.

3. Choose Your Template

Scroll through the different invoice template options to find one that works for your business. Excel offers a range of invoice templates, from sales invoices to service invoices and shipping invoices. Choose a template that fits your needs and has a design that fits with your company branding.

4. Open the Invoice Template

Once you've chosen a template that works for you, click on the template to preview it and then hit the "Create" button to open the Excel template in a new window.

5. Customize the Invoice

Once you've opened a new spreadsheet using your selected template, you'll need to edit the invoice to reflect the details of your project. Be sure to include the following information:

- Your logo, if you have one
- Your business contact information, including your name, address, phone number and email
- Your client's contact details
- The invoice date
- A unique invoice number
- The payment due date
- An itemized list of your services with brief descriptions, the hours worked or quantity and the rate
- A subtotal for each service
- The payment terms, including payment methods and late fee details
- The total amount due for the invoice, including applicable taxes

[Read this invoicing guide](#) to learn all the information businesses should include on their invoices.

6. Save the Invoice

When you've added all the necessary information to your invoice, save the completed spreadsheet to your computer. Save it as a .xlxs format document so you can edit it later if needed. You should also save it as a PDF and send that version to your client, so it can't be altered.

7. Send the Invoice

Send the completed invoice to your client, either by email or by mail. Include a short cover note that highlights the important details, like the invoice due date and the total amount owing.

5. Create reports to generate mark sheets of students in excel where percentages and addition of marks should be done using formulas.

AIM: To prepare students mark list is Ms-excel by using Formulas.

PROCEDURE:

STEP : 1. First go to file menu and choose new sub menu and select work sheet option and click ok.

STEP : 2. Enter the fields Reg No, students name, subject-Tamil, English, Maths, Science, Social, Total, Average, Result and grade.

STEP : 3. Enter the Register number, names, and marks and grade

STEP : 4. To find the total, Enter the Formula = sum (ex: C3:H3) this will give the total at the marks.

STEP : 5. Enter the formula in the formula bar finding average . =average (total/no of subjects)

STEP : 6. In the result column type the formula in the formula menu as = IF(AND

(Tamil>=40,English>=40,Maths>=40,Science>=40,Science>=40),"pass","fail") the result of the student will be displayed.

STEP : 7. In the grade column the formula in the formula bar =IF(cellNo>=100,"Distinction",IF(cell No>=60,"First",IF(cell No>=50,"SE(NO)",IF(cell No>=40,"NIL"))). This will give the grade of the student.

STEP : 8. save the file

RESULT: Thus student mark sheet is prepared, in Ms-excel using formulas.