ASSIGNMENT (UNIT - 2)

Aim: Create Mail merge, HLOOKUP, Five Charts.

Mail Merge

Dear Faker (Sang-hyeok Lee),

Join us for an electrifying Valorant Esports Event!

Date: November 12, 2023

Time: 4:00 PM

Location: 120 W 5th St, Santa Ana, CA 92701

Experience:

- High-stakes Valorant matches
- Shoutcasting by esports commentators
- Giveaways and prizes
- Networking with fellow gamers

All levels of gamers are welcome, so bring friends and family. Please RSVP by November 5, 2023, to secure your spot.

Best regards,

Rishi Joshi

Signature of Faculty: _____ **Date: _____**

Dear s1mple (Oleksandr Kostyliev),

Join us for an electrifying Valorant Esports Event!

Date: November 12, 2023

Time: 4:00 PM

Location: 120 W 5th St, Santa Ana, CA 92701

Experience:

- High-stakes Valorant matches
- Shoutcasting by esports commentators
- Giveaways and prizes
- Networking with fellow gamers

All levels of gamers are welcome, so bring friends and family. Please RSVP by November 5, 2023, to secure your spot.

Best regards,

Rishi Joshi

Dear Ninja (Tyler Blevins),

Join us for an electrifying Valorant Esports Event!

Date: November 12, 2023

Time: 4:00 PM

Location: 120 W 5th St, Santa Ana, CA 92701

Experience:

- High-stakes Valorant matches
- Shoutcasting by esports commentators
- Giveaways and prizes
- Networking with fellow gamers

All levels of gamers are welcome, so bring friends and family. Please RSVP by November 5, 2023, to secure your spot.

Best regards,

Rishi Joshi

Dear Shroud (Michael Grzesiek),

Join us for an electrifying Valorant Esports Event!

Date: November 12, 2023

Time: 4:00 PM

Location: 120 W 5th St, Santa Ana, CA 92701

Experience:

- High-stakes Valorant matches
- Shoutcasting by esports commentators
- Giveaways and prizes
- Networking with fellow gamers

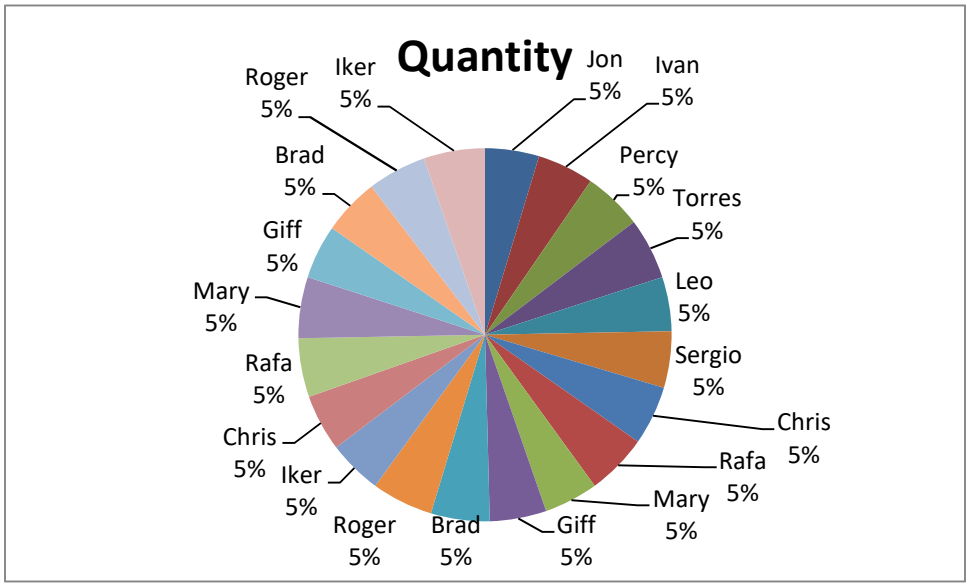
All levels of gamers are welcome, so bring friends and family. Please RSVP by November 5, 2023, to secure your spot.

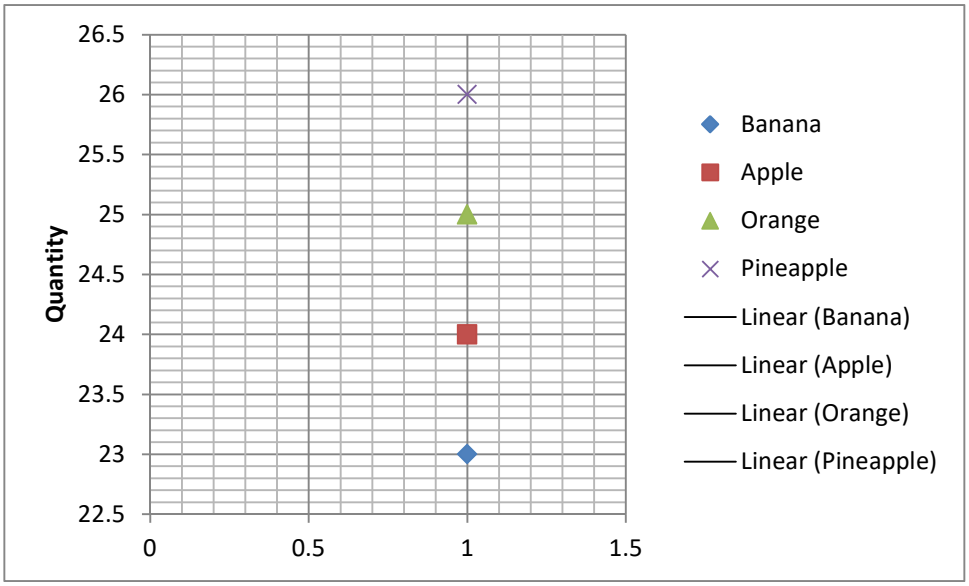
Best regards,

Rishi Joshi

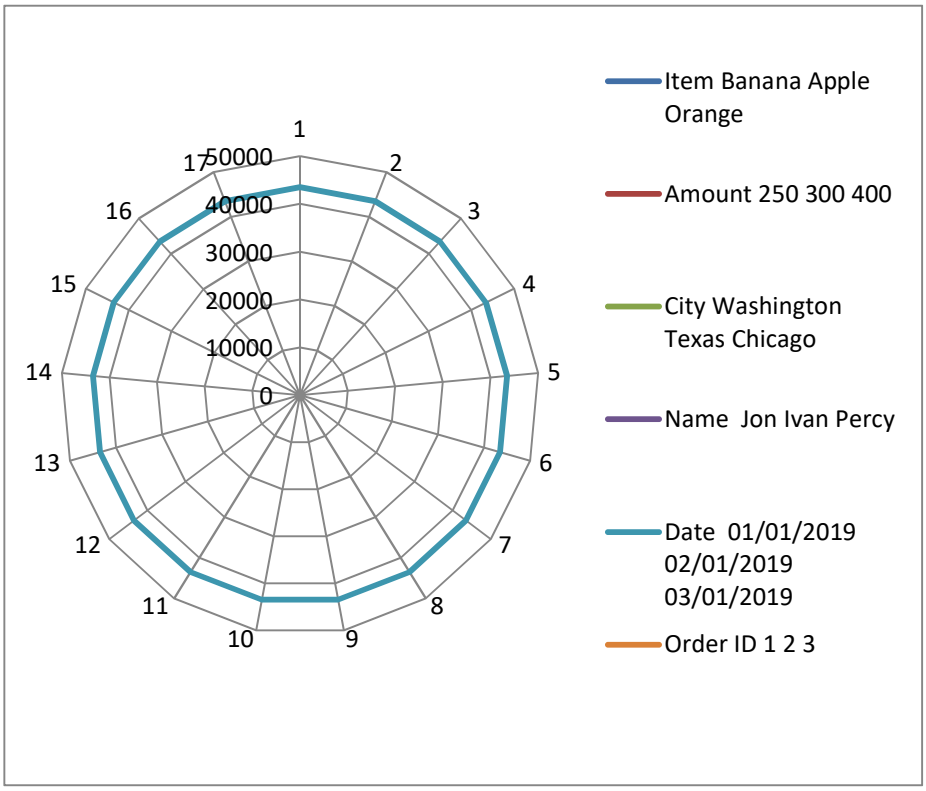
Signature of Faculty: _____ **Date: _____**

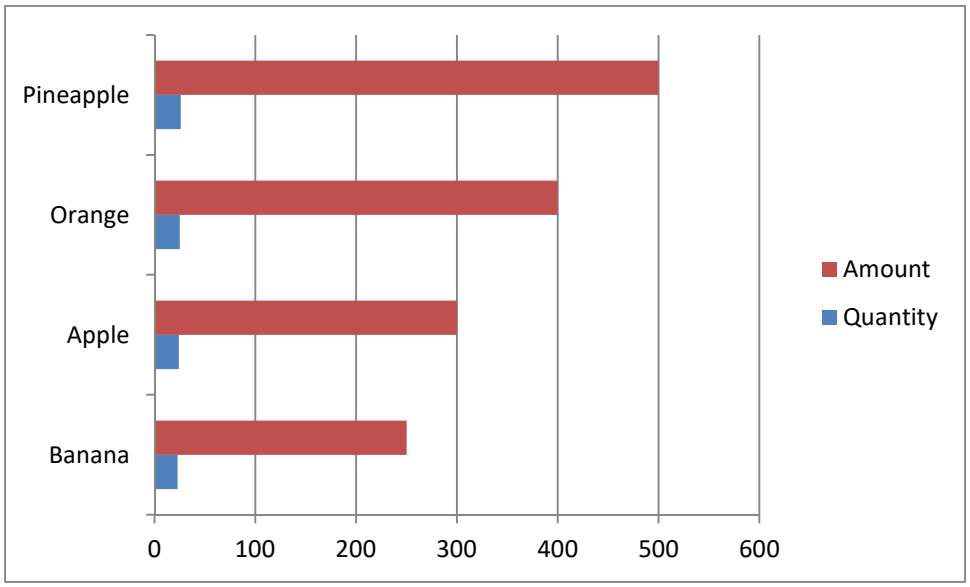
Five Charts



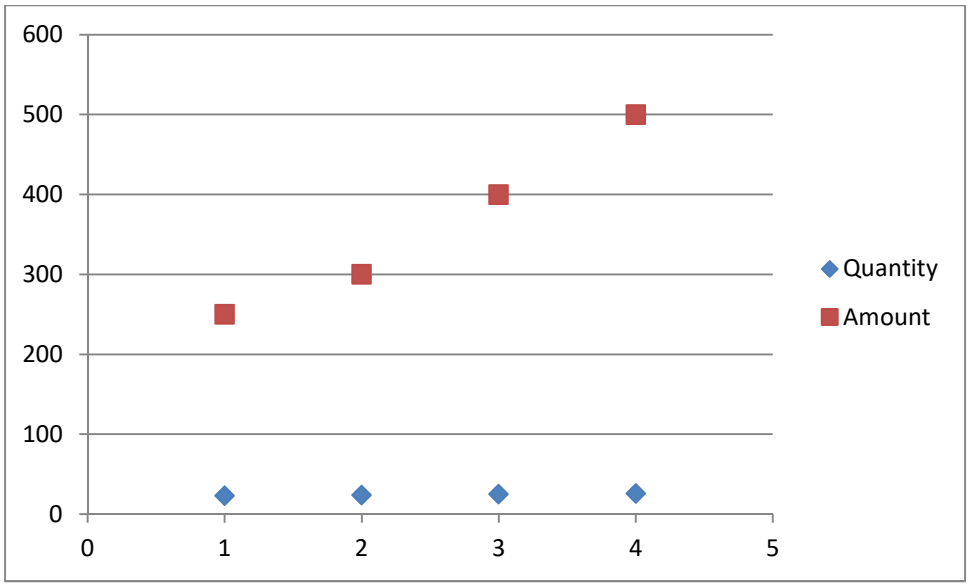


Signature of Faculty: _____ **Date: _____**





Signature of Faculty: _____ **Date: _____**



Signature of Faculty: _____ **Date: _____**

HLOOKUP

A	B	C	D	E	F	G	H	I
Sales person	2021	2022						
Luke	34,543.00	45,673.00						
Oliver	45,324.00	78,392.00						
Robin	65,476.00	89,346.00				Luke		
Aron	66,783.00	67,876.00				34543		
Leo	47,167.00	47,167.00						
Henry	46,548.00	90,362.00						
James	88,673.00	78,345.00						
	Sales person	Luke	Oliver	Robin	Aron	Leo	Henry	James
	2021	34,543.00	45,324.00	65,476.00	66,783.00	47,167.00	46,548.00	88,673.00
	2022	45,673.00	78,392.00	89,346.00	67,876.00	47,167.00	90,362.00	78,345.00

=HLOOKUP(2021, A1:C7, MATCH("Oliver", A1:C8, 0), FALSE)

=HLOOKUP(2022, A1:C7, MATCH("Oliver", A1:C8, 0), FALSE)

	Luke
2021	45324
2022	78392

Signature of Faculty: _____ **Date: _____**