

Day 2: Data Entry & Editing

This assignment is designed to test your practical skills in Microsoft Excel. Please complete all questions and provide your answers in an Excel sheet. Ensure your work is well-formatted and easy to understand.

Good luck!

Part A: Data Entry & Modification (Q1–Q6)

In this section, you will practice basic data entry and modification techniques.

- **Q1:** Open a new Excel workbook. In cell A1, enter the text 'Employee Data'.
- **Q2:** In cells A2 to A6, enter the following names: John, Alice, Bob, Emily, Charlie.
- **Q3:** In cells B2 to B6, enter the corresponding ages: 30, 25, 28, 22, 35.
- **Q4:** In cells C2 to C6, enter the following salaries: 50000, 60000, 55000, 45000, 70000.
- **Q5:** Change Alice's age from 25 to 26.
- **Q6:** Modify Charlie's salary from 70000 to 72000.

Part B: Deleting, Replacing & Editing (Q7–Q10)

This section focuses on deleting, replacing, and editing data within Excel.

- **Q7:** Delete the row containing Bob's data.
- **Q8:** Replace the text 'Employee Data' in cell A1 with 'Staff Information'.
- **Q9:** Edit Emily's salary to read 48000 instead of 45000.
- **Q10:** Insert a new row between John and Alice. Enter the name 'David' with age 29 and salary 52000.

Part C: Formatting & Cell Adjustment (Q11–Q15)

In this part, you will practice formatting cells and adjusting their appearance.

- **Q11:** Format the salary column (C2:C6) as currency with the '\$' symbol and two decimal places.
- **Q12:** Change the font of the entire sheet to 'Arial'.
- **Q13:** Adjust the width of column A to automatically fit the content.
- **Q14:** Add a border to all cells containing data (A1:C7).
- **Q15:** Change the background color of cell A1 (Staff Information) to light blue.

Part D: Fill Series & Flash Fill Practice (Q16–Q20)

This section covers using fill series and flash fill to automate data entry.

- **Q16:** In cell A9, enter the number 1. Use the fill series feature to fill cells A10 to A15 with numbers 2 to 7.
- **Q17:** In cell B9, enter 'Jan-2024'. Use the fill series feature to fill cells B10 to B15 with the next six months.
- **Q18:** In cell C9, enter the date '01/01/2024'. Use the fill series feature to fill cells C10 to C15 with the next six dates.
- **Q19:** In cell D2 enter 'J. John', in D3 enter 'A. Alice'. Use Flash Fill to create similar names for Bob, Emily and Charlie
- **Q20:** In cell E2 enter 'John@email.com', in E3 enter 'Alice@email.com'. Use Flash Fill to create similar email addresses for Bob, Emily and Charlie