**Excel Assignment 4**

1. What is the benefit of Microsoft 365?

Microsoft 365 is a subscription-based service offered by Microsoft that includes a variety of productivity tools and services, such as Office applications, cloud storage, email and calendar services, and more. The benefits of Microsoft 365 include:

Always up-to-date software: Microsoft 365 provides access to the latest versions of Microsoft Office applications, such as Word, Excel, and PowerPoint, with regular updates and new features released on a regular basis.

Access to cloud storage: Microsoft 365 includes OneDrive, which is a cloud-based storage service that allows you to store and access your files from anywhere, on any device.

Collaboration and communication tools: Microsoft 365 includes features like Teams, which is a communication and collaboration platform that allows teams to work together on projects, share files, and communicate in real-time.

Security and compliance: Microsoft 365 includes advanced security features, such as multifactor authentication, data encryption, and compliance tools to help ensure that your data is secure and compliant with regulations.

Mobile access: Microsoft 365 is designed to be accessible on mobile devices, allowing you to access your files and applications on-the-go, from anywhere.

Overall, Microsoft 365 offers a wide range of tools and services that can help increase productivity, streamline collaboration and communication, and improve the security and compliance of your data.

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

Sure, here's an example of how to perform a join on specific columns using two datasets in Excel:

Let's say we have two datasets:

Dataset 1 (Sales):

Product ID Product Name Sales

1 Product A 100

2 Product B 200

3 Product C 300

4 Product D 400

Dataset 2 (Inventory):

Product ID Stock

1 50

2 100

3 75

5 200

To join these two datasets based on the common "Product ID" column, follow these steps:

Select any cell in the Sales dataset, and then click on the "Data" tab in the ribbon.

Click on the "From Table/Range" button in the "Get & Transform Data" group to open the "Power Query Editor".

In the Power Query Editor, click on the "Home" tab, and then click on the "Close & Load" button in the "Close" group to load the Sales dataset into a new worksheet.

Repeat the above steps for the Inventory dataset, loading it into a separate worksheet.

In the worksheet where you want to perform the join, click on the cell where you want to start the result table.

Click on the "Data" tab, and then click on the "From Other Sources" button in the "Get & Transform Data" group, and select "From Microsoft Query" from the dropdown menu.

In the "Choose Data Source" dialog box, select the Excel workbook that contains the two datasets, and then click "OK".

In the "Query Wizard - Choose Columns" dialog box, select the columns you want to include in the result table by highlighting them and clicking on the "Add" button. In this case, select the "Product ID" and "Sales" columns from the Sales dataset, and the "Product ID" and "Stock" columns from the Inventory dataset. Then click "Next".

In the "Query Wizard - Filter Data" dialog box, select the "Product ID" column from both datasets in the "Available Columns" list, and then click the ">" button to move them to the "Columns in your query" list. Then select "Inner join" as the join type, and click "Next".

In the "Query Wizard - Sort Order" dialog box, select the column you want to sort the results by (in this case, "Product ID"), and choose the sort order (ascending or descending). Then click "Next".

In the "Query Wizard - Finish" dialog box, choose whether to view the results immediately, or load them into a new worksheet. Then click "Finish".

If you chose to load the results into a new worksheet, the joined dataset will be displayed in a new worksheet with the selected columns from both datasets, joined on the "Product ID" column.

That's how you can perform a join on specific columns using two datasets in Excel.

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

n Excel, string formatting can be performed using the CONCATENATE function or the "&" operator. Here's how to use these functions to format strings in Excel:

Using CONCATENATE function:

The CONCATENATE function allows you to join two or more text strings into one. The basic syntax of the CONCATENATE function is:

=CONCATENATE(text1, [text2], ...)

Here's an example of how to use the CONCATENATE function to format strings in Excel:

Let's say we have the following data:

First Name Last Name

John Doe

Jane Smith

To format these strings into a "Last Name, First Name" format, follow these steps:

Insert a new column next to the "First Name" column.

In the first cell of the new column, enter the following formula:

=CONCATENATE(B2, ", ", A2)

Press "Enter" to apply the formula to the cell.

Copy the formula to the rest of the cells in the column.

The result should look like this:

First Name Last Name Full Name

John Doe Doe, John

Jane Smith Smith, Jane

Using "&" operator:

The "&" operator is a shorthand way of concatenating text strings in Excel. The basic syntax of the "&" operator is:

=text1 & [text2] & ...

Here's an example of how to use the "&" operator to format strings in Excel:

Let's say we have the following data:

Item Name Quantity

Item A 10

Item B 5

To format these strings into a "Quantity units of Item Name" format, follow these steps:

Insert a new column next to the "Quantity" column.

In the first cell of the new column, enter the following formula:

=B2 & " units of " & A2

Press "Enter" to apply the formula to the cell.

Copy the formula to the rest of the cells in the column.

The result should look like this:

Item Name Quantity Description

Item A 10 10 units of Item A

Item B 5 5 units of Item B

These are the two ways to perform string formatting in Excel using CONCATENATE function or "&" operator.

1. 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.

Here's how to create an advanced expense distributor in Excel:

Set up your data table:

Create a table with the following columns: Expense Description, Expense Amount, Number of People, and Amount Owed/Received.

In the "Number of People" column, enter the number of people who will share the expense.

Enter the expenses:

Enter the expense description and expense amount in the first two columns.

Calculate the per person expense:

In the "Amount Owed/Received" column, enter the following formula:

=(B2/C2)

This will calculate the amount that each person should pay.

Distribute the expenses:

In the "Amount Owed/Received" column, use the "Fill Down" function to distribute the expense equally among all the people. To do this, select the cell with the formula and drag the fill handle (a small square at the bottom right corner of the cell) down to fill the formula down to the last row.

Enter payments:

In the "Amount Owed/Received" column, enter the amount each person has paid or owes.

Calculate balance:

In the last row of the "Amount Owed/Received" column, enter the following formula to calculate the balance:

=SUM(D2:D7)

This will give you the total amount owed or received.

Here's an example of how the final table should look:

Expense Description Expense Amount Number of People Amount Owed/Received

Grocery 150 3 50

Gas 60 3 20

Dinner 200 3 66.67

Lunch 100 3 33.33

Total 510 170

In this example, each person should pay $50 for groceries, $20 for gas, $66.67 for dinner, and $33.33 for lunch. The total amount owed/received is $170. If a person paid more tha

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

Here's how to create a mark sheet report in Excel:

Set up your data table:

Create a table with the following columns: Student Name, Subject 1 Marks, Subject 2 Marks, Subject 3 Marks, Total Marks, Percentage, and Grade.

Enter the student details and marks:

Enter the student name and marks for each subject in the respective columns.

Calculate the total marks:

In the "Total Marks" column, use the following formula to calculate the total marks for each student:

=(B2+C2+D2)

This will add up the marks for all three subjects.

Calculate the percentage:

In the "Percentage" column, use the following formula to calculate the percentage of marks obtained by each student:

=(E2/300)\*100

This will calculate the percentage of marks obtained by each student out of the total marks.

Calculate the grade:

In the "Grade" column, use the following formula to assign a grade to each student based on their percentage:

=IF(F2>=90,"A+",IF(F2>=80,"A",IF(F2>=70,"B",IF(F2>=60,"C",IF(F2>=50,"D","F")))))

This formula uses nested IF statements to assign a grade based on the percentage obtained by each student.

Format the report:

Use formatting tools such as font styles, colors, and borders to make the report visually appealing.

Here's an example of how the final table should look:

Student Name Subject 1 Marks Subject 2 Marks Subject 3 Marks Total Marks Percentage Grade

John 80 85 90 255 85 A

Jane 70 80 75 225 75 B

Jack 60 55 70 185 61.67 C

Jill 50 45 55 150 50 D

Total 260 265 290 815 68.33 B

In this example, each student has marks for three subjects, and the total marks and percentage are calculated using formulas. The grade is assigned based on the percentage obtained by each student. The total marks and percentage are also calculated for the entire class at the bottom of the table.