**Excel Assignment 4**

--------------------------------------------------------------------------------------------------------------------------------------Q1:- What is the benefit of Microsoft 365?

Ans:- Office 365 helps to sets your business with the tools it needs to achieve high growth. Some of the tools included- Office suite. This has some of the best Microsoft applications, including Word, PowerPoint, Outlook, Skype for Business, OneNote and SharePoint.

8 key points of Microsoft office 365

1. Flexibility in the cloud services.
2. Remote working facility.
3. Collaboration.
4. Security functions.
5. Low Cost.
6. Business Continuity.
7. Enhanced Communications.
8. A familiar platform to work.

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Q2:- Use two datasets and perform join on specific columns.

Ans:- Excel 2019+ has the TEXTJOIN Function, which merges multiple strings of text or columns together, by separating each string with a specified delimiter.

Please refer the file mention in the folder for example.

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Q3:- How to perform string formatting in excel. Demonstrate it with examples.

Ans:- To format excel cell for string, select everything from the Type box except the semicolon (;) and @ symbol. Press Ctrl+V to paste the format code into your TEXT formula, like: =TEXT (B2," mm/dd/yy”)

Please refer the file mention in the folder for example.

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Q4:- 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.

Ans:- Please refer the file mention in the folder for expense distributor.

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Q5:- Create reports to generate mark sheets of students in excel where percentages and addition of marks should be done using formulas.

Ans:- Please refer the file mention in the folder for expense distributor.