**Assignment 02**

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| Key Points to Consider for Your Assignment: |
| 1. Assignment marks are 05. |
| 1. The Excel file is to be submitted on the LMS. 2. After the assignment's due date, submission will not be considered. |
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Q1: Make an Excel file on the computer that contains all the Data Menu options which we have covered in class. In addition, all sheets in an Excel file will be named according to the task.