
Excel Assignment 4

1. What is the benefit of Microsoft 365?

Office 365 allows your organisation to store all the files in the cloud. This means they can be accessed on any device, from any location with an internet connection. For organisations where mobile working is essential, being able to access all the apps and files you need when out of the office is invaluable.

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

Here are the steps to merge these tables:

- Click on the Data tab.
- In the Get & Transform Data group, click on 'Get Data'.
- In the drop-down, click on 'Combine Queries'.
- Click on 'Merge'. ...
- In the Merge dialog box, Select 'Merge1' from the first drop down.
- Select 'Region' from the second drop down.

PROUCT	REVENUE	PROFIT	COGS
Apple	121	73	48
Banana	197	118	79
Cherry	118	71	47
Date	111	67	44
Elderberry	102	61	41
Fig	148	89	59
Guava	120	72	48
Honeydew	143	86	57

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PRODUCT CODE	COLOR	CLASS	LICENSE TYPE	EXTRA
Apple	Red	1	Grower	Andy
Banana	Yellow	4	Reseller	Barb
Cherry	Red	15	Grower	Chris
Date	Black	12	Reseller	Diane
Elderberry	Blue	2	Grower	Andy
Fig	Green	12	Reseller	Barb
Guava	Green	11	Grower	Chris
Honeydew	Melon	9	Reseller	Diane
Iceberg	Green	9	Grower	Andy
Jackfruit	Green	6	Reseller	Barb
Kiwi	Green	4	Reseller	Chris
Lime	Green	12	Reseller	Diane
Mango	Yellow	3	Reseller	Andy
Nectarine	Yellow	5	Reseller	Barb
Orange	Orange	3	Reseller	Chris

PROUCT	REVENUE	PROFIT	COGS	PRODUCT CODE	COLOR	CLASS	LICENSE TYPE
Apple	121	73	48	Apple	Red	1	Grower
Banana	197	118	79	Banana	Yellow	4	Reseller
Cherry	118	71	47	Cherry	Red	15	Grower
Date	111	67	44	Date	Black	12	Reseller
Elderberry	102	61	41	Elderberry	Blue	2	Grower
				Fig	Green	12	Reseller
Guava	120	72	48	Guava	Green	11	Grower
Honeydew	143	86	57	Honeydew	Melon	9	Reseller
				Iceberg	Green	9	Grower
				Jackfruit	Green	6	Reseller
				Kiwi	Green	4	Reseller
				Lime	Green	12	Reseller
				Mango	Yellow	3	Reseller
				Nectarine	Yellow	5	Reseller
				Orange	Orange	3	Reseller
Fig	148	89	59				

EXTRA

Andy
Barb
Chris
Diane
Andy
Barb
Chris
Diane
Andy
Barb
Chris
Diane
Andy
Barb
Chris

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

STRING FORMATTING :-

1). FIND :-

SYNTAX :-

=FIND (find_text, within_text,[start_num]

STRING	SUBSTRING	RESULT
TeachOnTheNet	T	1
TeachOnTheNet	t	13
TeachOnTheNet	The	8
TeachOnTheNet	Z	#VALUE!

2) . REPLACE :-

SYNTAX :- REPLACE (old_text,start_num,num_chars, new_text)

STING	REPLACE
ABCDE	AB123E
ABCDE	A32DE
ABCDE	ABC12
ABCDE	ABC12

3). SUBSTITUTE :-

SYNTAX :-

SUBSTITUTE(text, old_text, new_text, [instance_num]

STING	SUBSTITUTE
Please Focue	Pleasd Focue
S U B S C R I B E	S U B S C R I B E
123456789	123456789
1 2 3 4 5 6 7 8 9 0	1 2 3 4 5 6 7 8 9 0
12.35	12.35

4).

MID :-

SYNTAX :-

MID(text, start[_num, num_chars)

TEXT	RESULT	
Excel Help Forum	Excel	
Excel Help Forum	Help	
Excel Tip & Forum	Forum	
Microsoft Excel 2013	2013	
microsoft excel 2010	excel	
Microsoft excel 2007	Microsoft	
Excel Tip	Tip	

4). SEARCH :-

SYNTAX :-

WITHIN_TEXT	FIND_text	RESULT
Agency Dashboard	AGE	1
Competitor Analysis	C	1
Automation report	SEARCH(find_text, within_text, start_num)	
Microsoft Excel	?of?	6
Excel Microsoft	m*t	7

4). CONCAT :-

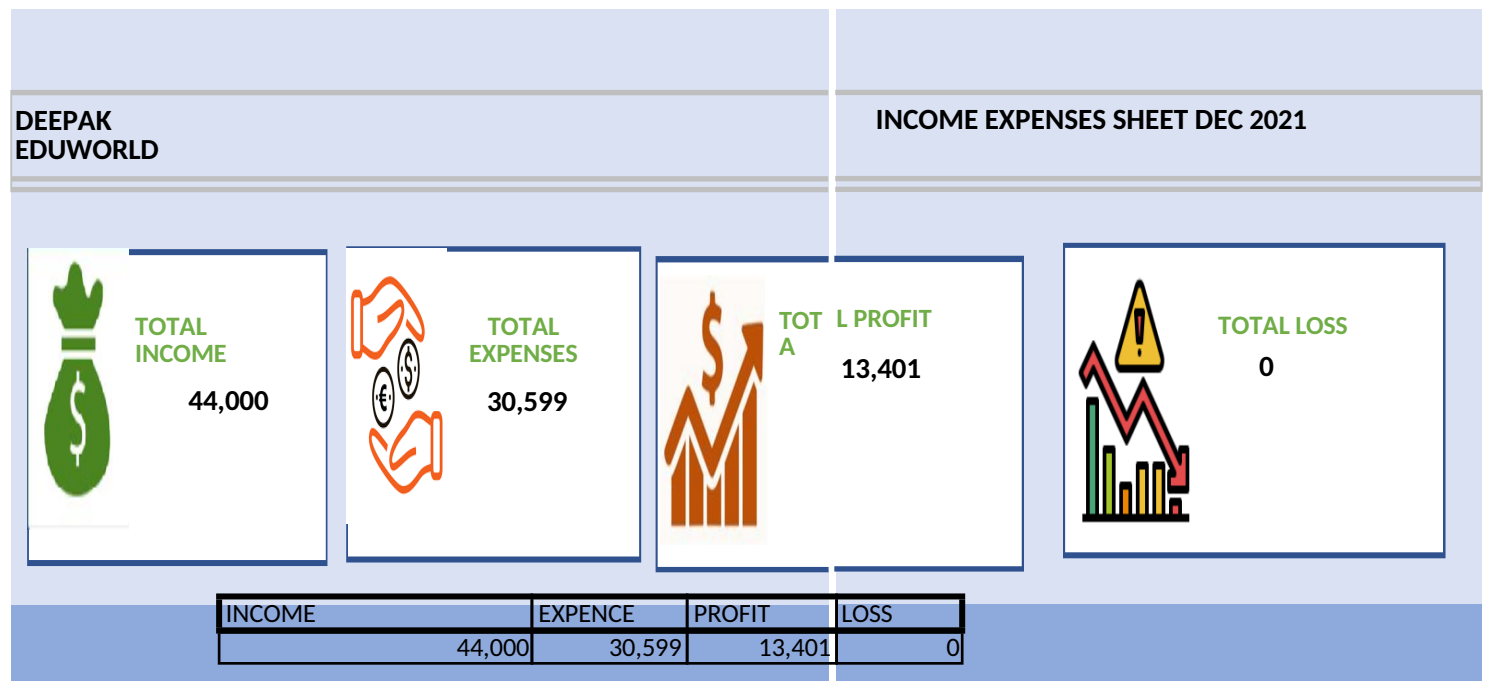
SYNTAX :-

CONCATENATE(text1,[text2],[text3],.....)

FIRST	LAST	NAME
Barry	Smith	Barry Smith
Bob	Reed	Bob Reed
Erin	Rose	Erin Rose
Tom	kling	Tom kling
Peter	Parkar	Peter Parkar
Park	Jimin	Park Jimin
Kathy	Howard	Kathy Howard

1. .

Create an advance expense distributor in excel



S.NO	DATE	SOURCE OF INCOME	AMOUNT
1	1/1/2021	Shop rent	4000
2	1/1/2021	salary	40000

S.NO	DATE	SOURCE OF INCOME	AMOUNT
	11/1/2021	mobile purchase	599
	21/1/2021	house rent	5000
	31/4/2021	mobile purchase	25000

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

[illegible][illegible]