Excel Assignment 4

What is the benefit of Microsoft 365?

Anywhere, Anytime Access.

Real-Time Co-Authoring.

Team Chat Applications.

Power Maps For Excel.

External Users.

Microsoft Planner With Workflows.

Built-In Security.

Use two datasets and perform join on specific columns.

in order to perform join the table based on the column follow the below steps.

Go to data> choose geta data and import the file and choose the desire sheet to merge.

now, choose and edit then close and load from get data and choose create only connection.

Choose the merge option and select the common column

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

Select the cell which you want to format.

In the formula bar highlight the part of the text that you want to format.

Go to the Home tab in the ribbon.

Press the dialog box launcher in the Font section.
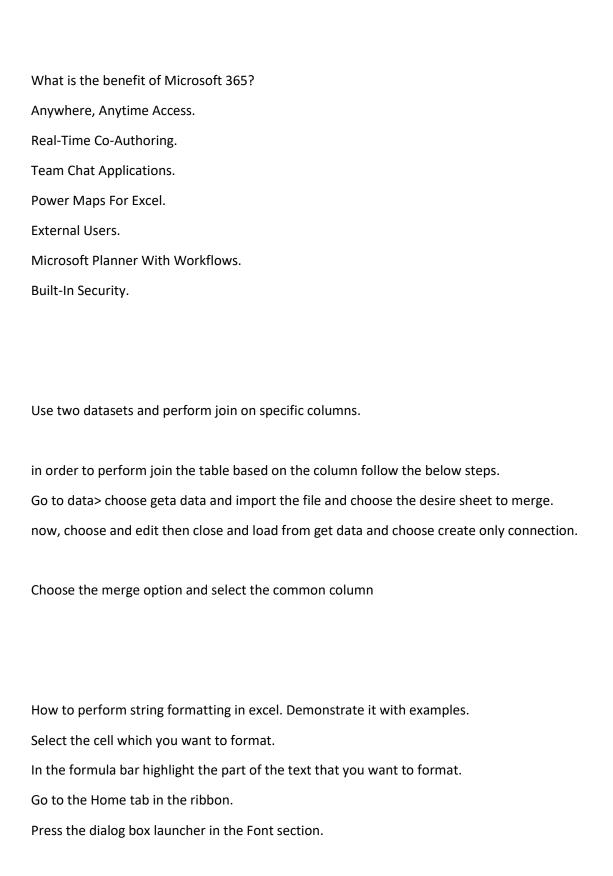
Select any formatting options you want.

Press the OK button.

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.

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

Student	Semester 1	Semester 2	Semester 3	Semester 4	Capstone	Overall Score	Percentages
Satyajit	85	82	91	93	50	76.4	76%
Shalini	79	87	91	56	90	80.6	81%
Ravi	86	67	61	71	90	75	75%
Ram	67	71	73	81	90	76.4	76%
Suhani	56	81	83	83	90	78.6	79%