

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1																	
2																	
3		Q2. How would you sort the following dataset first by "department" (a-z) and then by "salary" (Largest to Smallest)? Write a step - by - step approach.						Employee	Department	Salary							
4								Pranav	HR	5000							
5								Sonu	IT	4000							
6								Rahul	IT	2500							
7																	
8																	
9																	
10																	
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12		Q5. Apply Data Validation to restrict Quantity values to only whole numbers between 1 and 10.															
13																	
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20																	
21																	
22																	
23		Customer Name	Product Name	Category	Quantity	Unit Price(\$)											
24		Jane Smith	Shoes	Electronics		81											
25		Isabella Moore	Laptop	Electronics		121											
26		Daniel Davis	Safa	Clothing		239											
27		Alex Moore	Shoes	Electronics		500											
28		Michael Johnson	Table Lamp	Home Décor		423											
29		Daniel Johnson	Backpack	Electronics		160											
30		Isabella Davis	Headphones	Electronics		348											
31		Jane Davis	Headphones	Electronics		152											
32		Alex Wilson	T - shirt	Home Décor		369											
33																	
34																	
35																	
36																	
37		Q6.Understand and apply fundamental text functions like LEFT, RIGHT, MID, and LEN. Extract the first 5 characters from the string "ExcelTipsAreGreat" using the LEFT function.						Q7.Understand how to combine text using CONCAT, TEXTJOIN, and the & operator a. Use CONCAT to combine "Hello" and "World" with a space in between.									
38																	
39																	
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42																	
43		Excel	ExcelTipsAreGreat	Excel				b. Combine "Apple", "Banana", and "Cherry" into a single string separated by commas using TEXTJOIN									
44		Extract the last 4 characters from "DataAnalysis.xlsx" using the RIGHT function.															
45																	
46																	
47																	
48																	
49		Extract the substring "Tips" from "ExcelTipsAreGreat" using the MID function.						c. Use the & operator to create the string "2025: Excel Functions" by combining "2025", ":", and "Excel Functions"									
50																	
51																	
52																	
53																	
54																	
55		Count the total number of characters in the string "Hello World!" using the LEN function						2025: Excel Functions									
56																	
		12	Hello World!	12				d. Create a comma-separated list from the range A1:A5 using TEXTJOIN									
		Create a formula to extract the middle 6 characters from "12345-67890-ABCDE".															
								Apple, Mango, Grapes, Banana, Orange									

[illegible]