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
Pranav	HR	5000
Sonu	IT	4000
Rahul	IT	2500

Q5. Apply Data Validation to restrict Quantity values to only whole numbers between 1 and 10.

a- Configure an input message that appears when a user selects a cell in the "Quantity" column explaining:

"Please enter a whole number between 1 and 10."

b- Set up an error alert message that triggers if the user enters a number less than 1 or greater than 10, showing:

"Invalid input! The quantity must be a whole number between 1 and 10.

Customer Name	Product Name	Category	Quantity	Unit Price($)
Jane Smith	Shoes	Electronics		81
Isabella Moore	Laptop	Electronics		121
Daniel Davis	Safa	Clothing		239
Alex Moore	Shoes	Electronics		500
Michael Johnson	Table Lamp	Home Décor		423
Daniel Johnson	Backpack	Electronics		160
Isabella Davis	Headphones	Electronics		348
Jane Davis	Headphones	Electronics		152
Alex Wilson	T - shirt	Home Décor		369

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.

Excel	ExcelTipsAreGreat	Excel

Extract the last 4 characters from "DataAnalysis.xlsx" using the RIGHT function.

xlsx	DataAnalysis.xlsx	xlsx

Extract the substring "Tips" from "ExcelTipsAreGreat" using the MID function.

Tips	ExcelTipsAreGreat	Tips

Count the total number of characters in the string "Hello World!" using the LEN function

12	Hello World!	12

Create a formula to extract the middle 6 characters from "12345-67890-ABCDE".

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.

| Hello World | Hello | Hello World |
| | World | |

b. Combine "Apple", "Banana", and "Cherry" into a single string separated by commas using TEXTJOIN

Apple,Banana,Chhery	Apple	Apple,Banana,Cherry
	Banana	
	Cherry	

c. Use the & operator to create the string "2025: Excel Functions" by combining "2025", ": ", and "Excel Functions"

2025: Excel Functions	2025	2025:Excel Functions
	:	
	Excel Functions	

d. Create a comma-separated list from the range A1:A5 using TEXTJOIN

Apple, Mango, Grapes, Banana, Orange	Apple
	Mango
	Grapes

67890-	

Banana
Orange

e. Combine first names in column A with last names in column B to create full names in column C

Column A	Column B	Column C
ashu	yadav	ashu yadav
shreya	yadav	shreya yadav

Q8. Understanding TODAY() and NOW()

a. . What is the difference between TODAY() and NOW() in Excel? Provide an example of when you would use

TODAY() :- Returns current date only and updates automatically every day   **NOW():-** Returns current date and Time both and updates automatically every hours and everyday.

Example use:- calculating age, days left for deadline, attendance reports

b. . If cell A1 contains the date 2025-06-10, write a formula using TODAY() to determine how many days are left until that date

2025-06-10	11/18/2025	161

c. Write an Excel formula using NOW() to display the current date and time in the format MM/DD/YYYY HH:MM AM/PM. ´

11/18/2025 20:48

d. . If a cell contains =TODAY(), what will happen when the worksheet is reopened the next day? Explain

11/19/2025

e. You want to store a static date (today's date) in a cell without it changing every day. What keyboard shortcut should you use?

ctrl + ;	11/17/2025