

Q.2

| Ans. | Employee | Department | Salary |
|------|----------|------------|--------|
| | Pranav | HR | 5000 |
| | Sonu | IT | 4000 |
| | Rahul | IT | 2500 |

Q.5.a

| Ans. | Customer name | Product name | Category | Quantity | Unit Price (\$) |
|------|-----------------|--------------|-------------|----------|-----------------|
| | Jane Smith | Shoes | Electronics | | 81 |
| | Isabella Moore | Laptop | Electronics | | 121 |
| | Daniel Davis | Sofa | Clothing | | 239 |
| | Alex Moore | Shoes | Electronics | | 500 |
| | Michael Johnson | Table lamp | Home Decor | | 423 |
| | Daniel Johnson | Backpacks | Electronics | | 160 |
| | Isabella Davis | Headphones | Electronics | | 348 |
| | Jane Davis | Headphones | Electronics | | 152 |
| | Alex Wilson | T-shirt | Home Decor | | 369 |

Q.5.b

| Ans. | Customer name | Product name | Category | Quantity | Unit Price (\$) |
|------|-----------------|--------------|-------------|----------|-----------------|
| | Jane Smith | Shoes | Electronics | | 81 |
| | Isabella Moore | Laptop | Electronics | | 121 |
| | Daniel Davis | Sofa | Clothing | | 239 |
| | Alex Moore | Shoes | Electronics | | 500 |
| | Michael Johnson | Table lamp | Home Decor | | 423 |
| | Daniel Johnson | Backpacks | Electronics | | 160 |
| | Isabella Davis | Headphones | Electronics | | 348 |
| | Jane Davis | Headphones | Electronics | | 152 |
| | Alex Wilson | T-shirt | Home Decor | | 369 |

6

Extract the first 5 characters from the string "ExcelTipsAreGreat" using the LEFT function.

"ExcelTipsAreGreat"

| | |
|------|--------------|
| Ans. | Excel |
|------|--------------|

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

Ans. "DataAnalysis.xlsx"
xlsx

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

Ans. "ExcelTipsAreGreat"
Tips

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

Ans. "Hello World!"
12

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

Ans. "12345-67890-ABCDE"
67890-

Q.7.a

Use CONCAT to combine "Hello" and "World" with a space in between.

Ans. "Hello" and " World"
Hello World

Q.7.b

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

"Apple",Banana", and "Cherry"

Ans. **Apple,Banana,Cherry**

Q.7.c

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

Functions".

2025 :

Ans. 2025: Excel Functions

Excel Functions

Q.7.d

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

Ans. Q.2,Ans.

Q.7.e

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

Ans. Q.2
Ans.Employee

Q.8.c

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

Ans. 11/16/2025 06:27 PM

Q.8.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?

Ans. 6:06 PM