

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.

"DataAnalysis.xlsx"

Ans.

xlsx

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

"ExcelTipsAreGreat"

Ans.

Tips

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

"Hello World!"

Ans.

12

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

"12345-67890-ABCDE"

Ans.

67890-

Q.7.a

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

"Hello" and " World"

Ans.

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 :

Excel Functions

Ans.

2025: 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