Assignment No. 1

Course Code: EMGN551   **Registration Number: _____**
Instructions:
a. Attempt all questions given below in your own handwriting. Assignment in typed format will not be considered for evaluation.
b. The student has to complete the assignment in the allocated pages only. Any other page in case utilized shall not be considered.

Q1. What is the process of formatting Excel sheets?   [10 Marks]

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Q2. How can borders be used in MS Excel, and what is their purpose?   [10 Marks]