

**Assignment No. 2**

**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 purpose of using basic chart types in Excel?

**[10 Marks]**

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**Q2.** How do you insert a chart in Microsoft Excel?

**[10 Marks]**