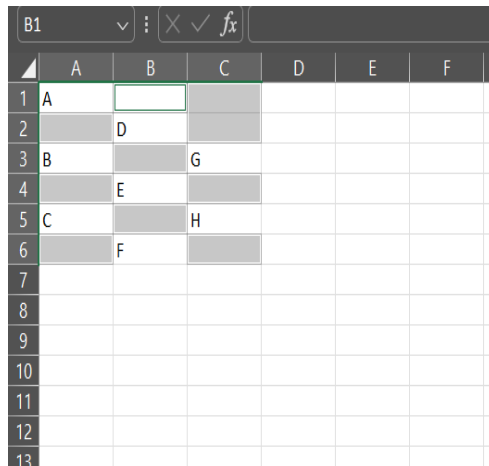


Sumit Vaidya (AI4123)

1) Removing blanks

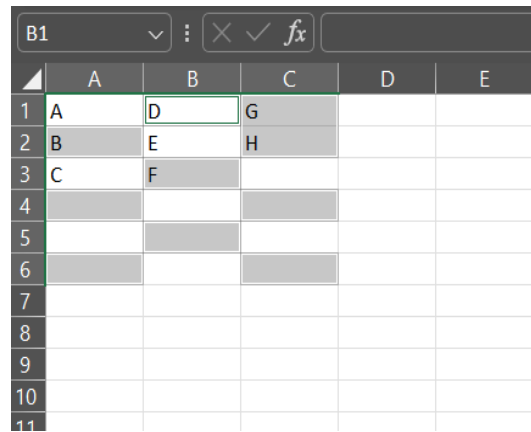
Before removing



Excel screenshot showing a table with columns A, B, C, D, E, and F. The table contains data with some blank cells. The formula bar shows B1.

	A	B	C	D	E	F
1	A					
2		D				
3	B		G			
4		E				
5	C		H			
6		F				
7						
8						
9						
10						
11						
12						
13						

After removing

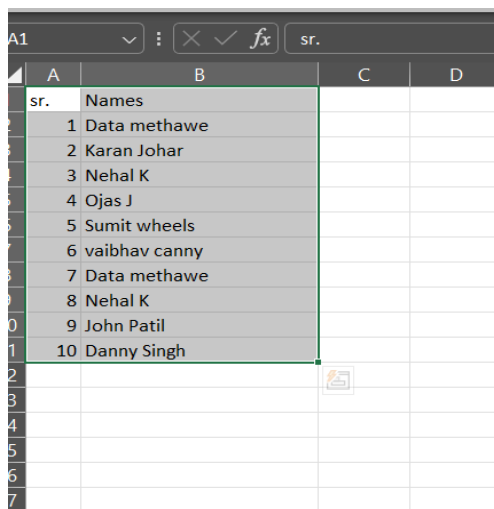


Excel screenshot showing the table after removing blank rows. The formula bar shows B1.

	A	B	C	D	E
1	A	D	G		
2	B	E	H		
3	C	F			
4					
5					
6					
7					
8					
9					
10					
11					

2) Removing Duplicates

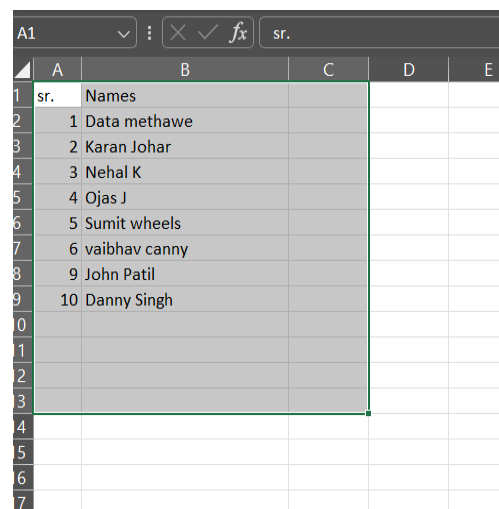
Before removing



Excel screenshot showing a list of names with duplicates. The formula bar shows sr. The table has columns A, B, C, and D.

	A	B	C	D
1	sr.	Names		
2	1	Data methawe		
3	2	Karan Johar		
4	3	Nehal K		
5	4	Ojas J		
6	5	Sumit wheels		
7	6	vaibhav canny		
8	7	Data methawe		
9	8	Nehal K		
10	9	John Patil		
11	10	Danny Singh		

After removing



Excel screenshot showing the list of names after removing duplicates. The formula bar shows sr. The table has columns A, B, C, D, and E.

	A	B	C	D	E
1	sr.	Names			
2	1	Data methawe			
3	2	Karan Johar			
4	3	Nehal K			
5	4	Ojas J			
6	5	Sumit wheels			
7	6	vaibhav canny			
8	9	John Patil			
9	10	Danny Singh			
10					
11					
12					
13					
14					
15					
16					
17					

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3) Clear Formatting

Before

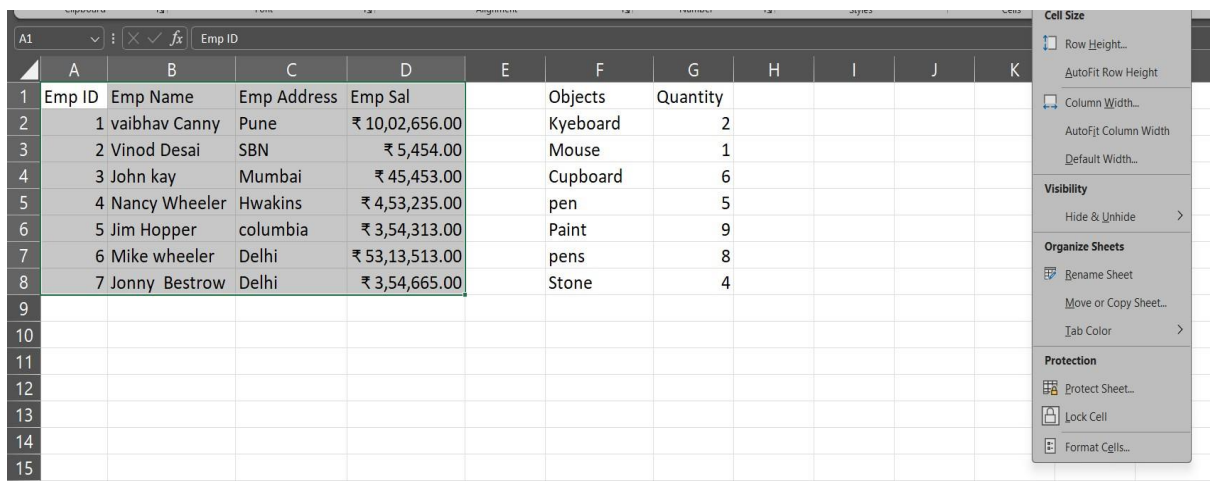
	A	B	C	D	E
1	Emp ID	Emp Name	Emp Address		
2	1	vaibhav Canny	Pune		
3	2	Vinod Desai	SBN		
4	3	John kay	Mumbai		
5	4	Nancy Wheeler	Hwkins		
6	5	Jim Hopper	columbia		
7	6	Mike wheeler	Delhi		
8	7	Jonny Bestrow	Delhi		
9					
10					
11					

After clear formatting

	A	B	C	D	E	F
1	Emp ID	Emp Name	Emp Address			
2		1 vaibhav Canny	Pune			
3		2 Vinod Desai	SBN			
4		3 John kay	Mumbai			
5		4 Nancy Wheeler	Hwakins			
6		5 Jim Hopper	columbia			
7		6 Mike wheeler	Delhi			
8		7 Jonny Bestrow	Delhi			
9						
10						
11						
12						
13						
14						

Sumit Vaidya (AI4123)

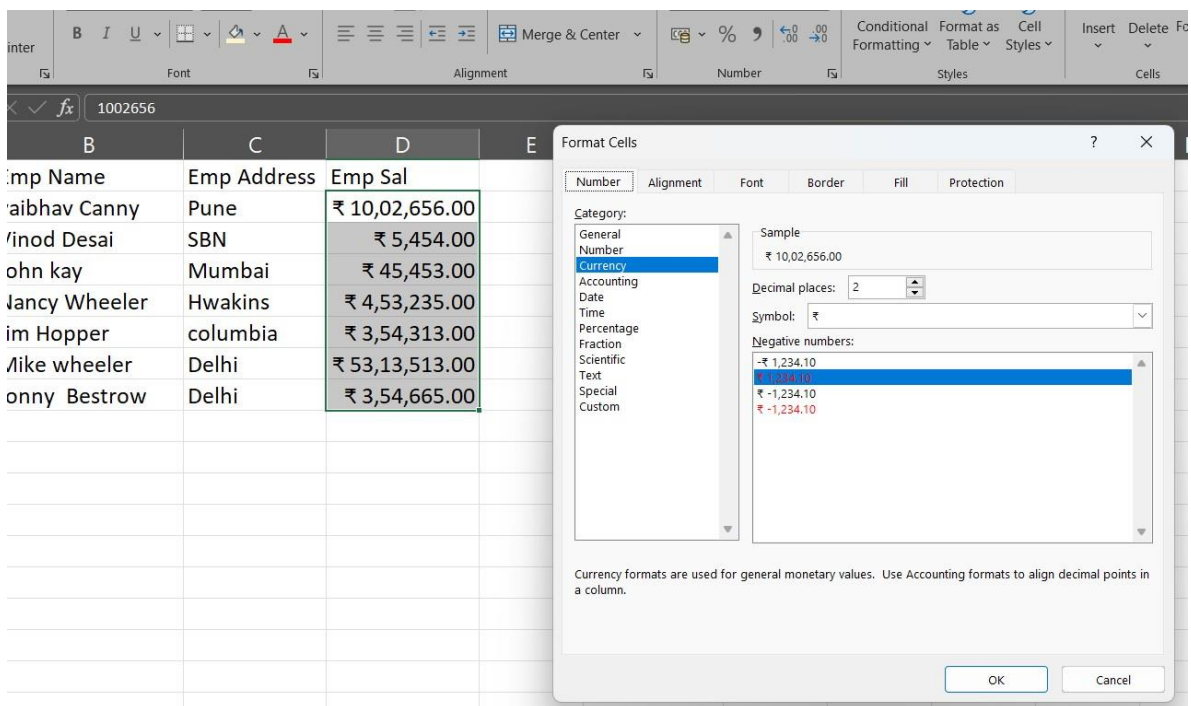
4) Autowidth row and coloumn



The screenshot shows an Excel spreadsheet with a table containing employee information. The table has columns for Emp ID, Emp Name, Emp Address, Emp Sal, Objects, and Quantity. The 'Cell Size' task pane is open on the right, showing options for Row Height, Column Width, and Visibility.

Emp ID	Emp Name	Emp Address	Emp Sal	Objects	Quantity
1	vaibhav Canny	Pune	₹ 10,02,656.00	Kyeboard	2
2	Vinod Desai	SBN	₹ 5,454.00	Mouse	1
3	John kay	Mumbai	₹ 45,453.00	Cupboard	6
4	Nancy Wheeler	Hwakins	₹ 4,53,235.00	pen	5
5	Jim Hopper	columbia	₹ 3,54,313.00	Paint	9
6	Mike wheeler	Delhi	₹ 53,13,513.00	pens	8
7	Jonny Bestrow	Delhi	₹ 3,54,665.00	Stone	4

5) Applying Number Formating



The screenshot shows an Excel spreadsheet with a table containing employee information. The 'Format Cells' dialog box is open, showing the 'Number' tab. The 'Currency' category is selected, and the 'Sample' shows the value ₹ 10,02,656.00. The 'Decimal places' are set to 2, and the 'Symbol' is ₹. The 'Negative numbers' section shows options for negative values, with ₹ -1,234.10 selected.

Emp Name	Emp Address	Emp Sal
vaibhav Canny	Pune	₹ 10,02,656.00
Vinod Desai	SBN	₹ 5,454.00
John kay	Mumbai	₹ 45,453.00
Nancy Wheeler	Hwakins	₹ 4,53,235.00
Jim Hopper	columbia	₹ 3,54,313.00
Mike wheeler	Delhi	₹ 53,13,513.00
Jonny Bestrow	Delhi	₹ 3,54,665.00

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6) Changing case

=UPPER(F2)								
	C	D	E	F	G	H	I	J
	Emp Address	Emp Sal		Objects	Quantity			
nny	Pune	₹ 10,02,656.00		keyboard	2		KEYBOARD	
ii	SBN	₹ 5,454.00		mouse	1		MOUSE	
	Mumbai	₹ 45,453.00		cupboard	6		CUPBOARD	
eler	Hwakins	₹ 4,53,235.00		pen	5		PEN	
	columbia	₹ 3,54,313.00		paint	9		PAINT	
ler	Delhi	₹ 53,13,513.00		pens	8		PENS	
row	Delhi	₹ 3,54,665.00		Stone	4		STONE	

7) Removing spaces

B2 =TRIM(PROPER(A2))		
A	B	C
1 NAMES	PROPER NAMES	
2 JOHN Smith	John Smith	
3 Emily Johnson	Emily Johnson	
4 Michael Brown	Michael Brown	
5 Sarah Davis	Sarah Davis	
6 DaVid Wilson	David Wilson	
7 Laura Martinez	Laura Martinez	
8 James ANDERSON	James Anderson	
9 Olivia Taylor	Olivia Taylor	
10 Daniel Thomas	Daniel Thomas	
11 Sophia MOORE	Sophia Moore	
12		

Removing nonprinting characters

File

Home

Insert

Page Layout

Formulas

Data

Review

View

Help

Paste

Cut

Copy

Format Painter

Clipboard

Calibri

11

A⁺

A⁻

B

I

U

Wrap Text

Merge & Center

Alignment

B2

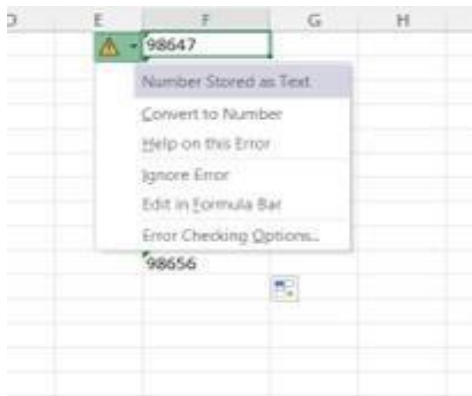
=CLEAN(TRIM(PROPER(A2)))

	A	B	C	D	E	F	G
1	NAMES	PROPER NAMES					
2	Smith Joe	Smith Joe					
3	Emily Johnson	Emily Johnson					
4	Michael Brown	Michael Brown					
5	Sarah Davis	Sarah Davis					
6	DaVid Wilson	David Wilson					
7	Laura Martinez	Laura Martinez					
8	James ANDERSON	James Anderson					
9	Olivia TAYLOR	Olivia Taylor					
10	Daniel Thomas	Daniel Thomas					
11	Sophia MOORE	Sophia Moore					
12							

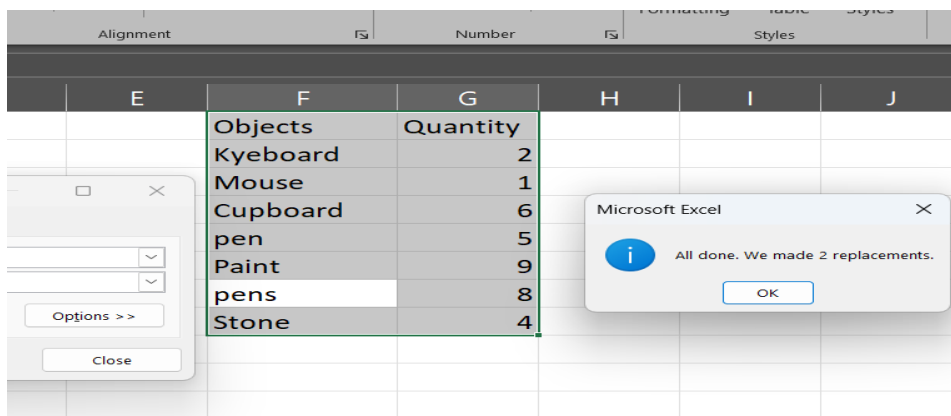
8) Merging and Splitting

C2	✕	✓	<i>fx</i>	=CONCAT(A2,B2)
	A	B	C	D
1	name	surname	name and surname	
2	sumit	vaidya	sumitvaidya	
3	nehal	kapgate	nehalkapgate	
4	prasad	thosar	prasadthosar	
5	onkar	kawthe	onkarkawthe	
6	shivratna	kumavat	shivratnakumavat	
7	mahesh	mote	maheshmote	

9) Convert number stored as text



10) Finding and replacing text



11) Spell check

