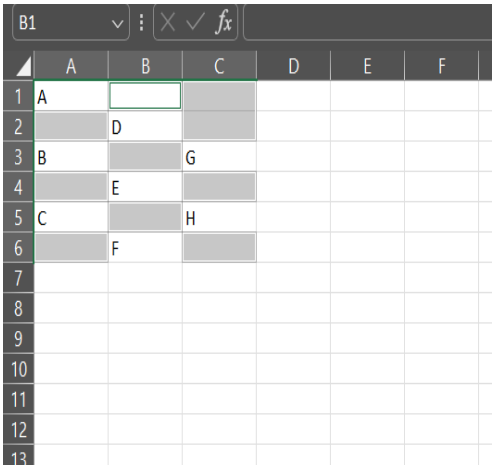
Sumit Vaidya (AI4123)

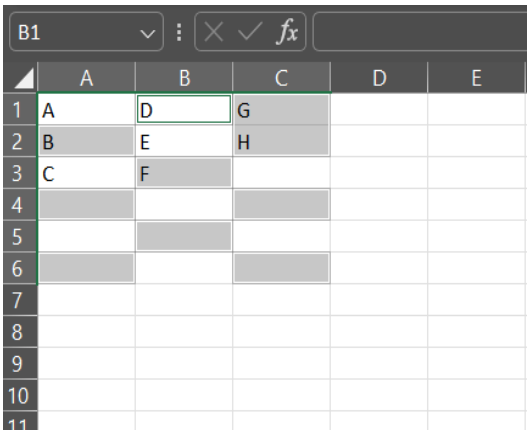
1) Removing blanks

Before removing



	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						

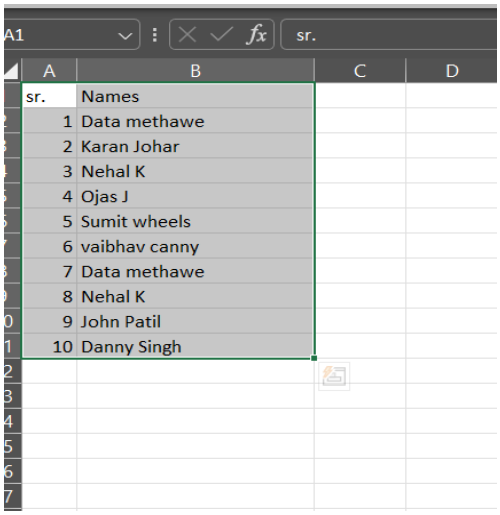
After removing



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

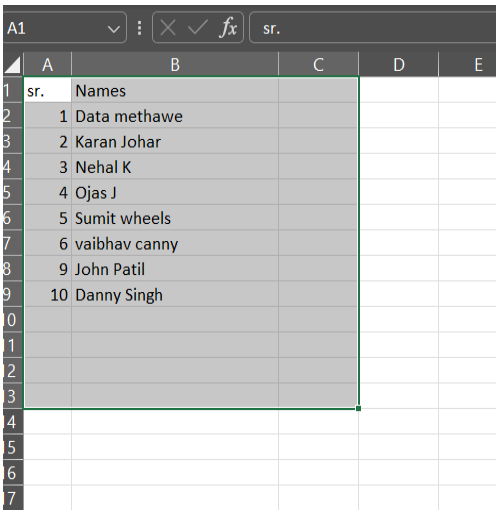
2) Removing Duplicates

Before removing



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

After removing

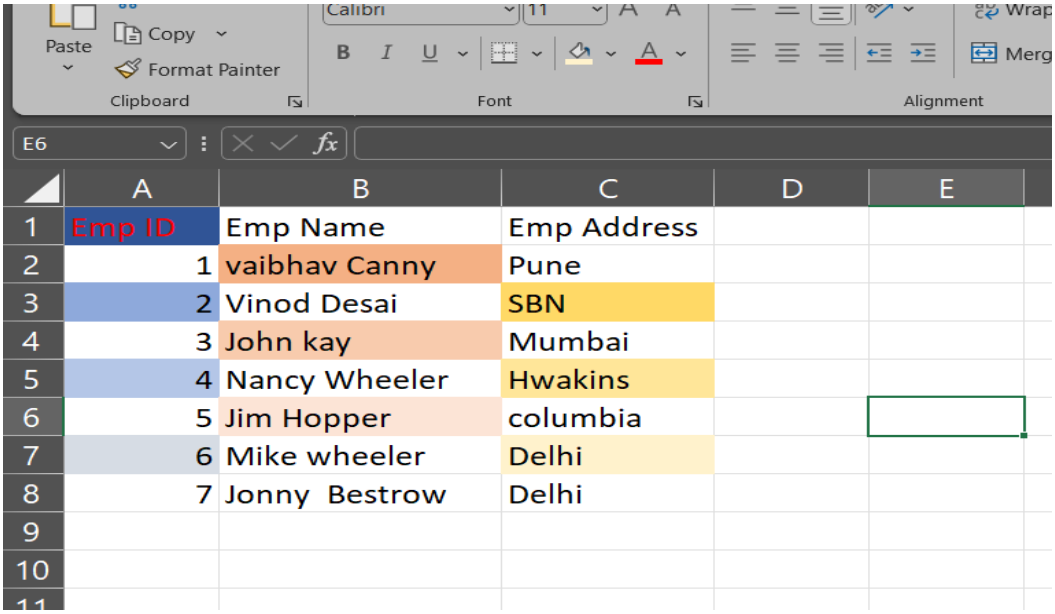


	A	B	C	D	E
1	sr.	Names			
2	1	Data methawe			
3	2	Karan Johar			
4	3	Nehal K			
5	4	Ojas J			
6	5	Sumit wheels			
7	6	vaibhav canny			
8	9	John Patil			
9	10	Danny Singh			
10					
11					
12					
13					

Sumit Vaidya (AI4123)

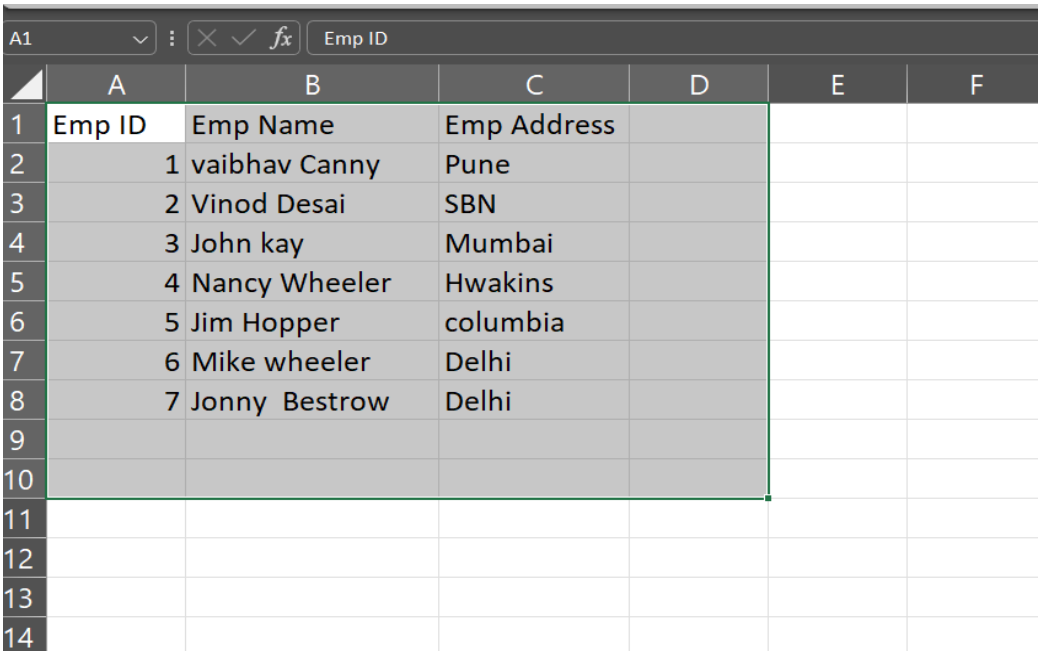
3) Clear Formating

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	Hwakins		
6	5	Jim Hopper	columbia		
7	6	Mike wheeler	Delhi		
8	7	Jonny Bestrow	Delhi		
9					
10					

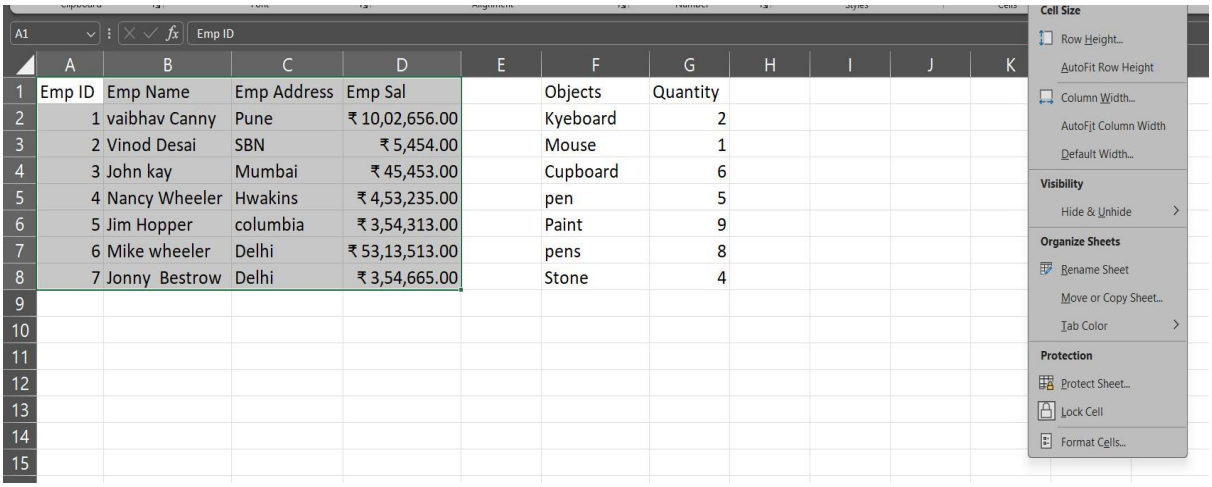
After clear formating



	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						

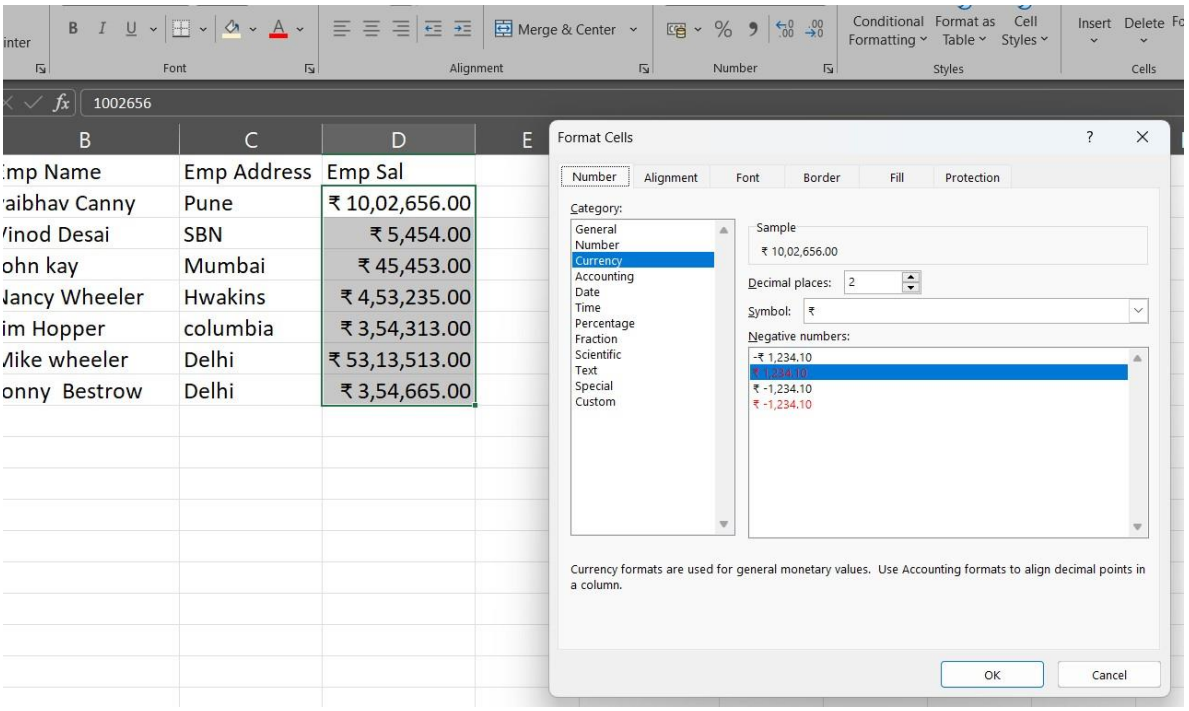
Sumit Vaidya (AI4123)

4) Autowidth row and coloumn



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

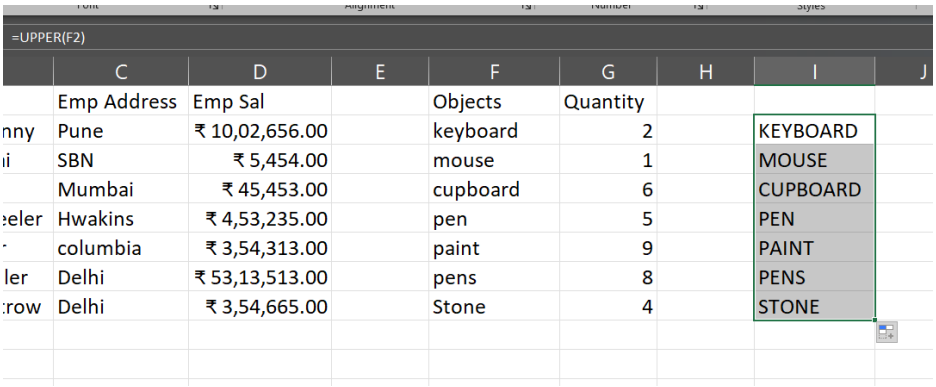
5) Applying Number Formating



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

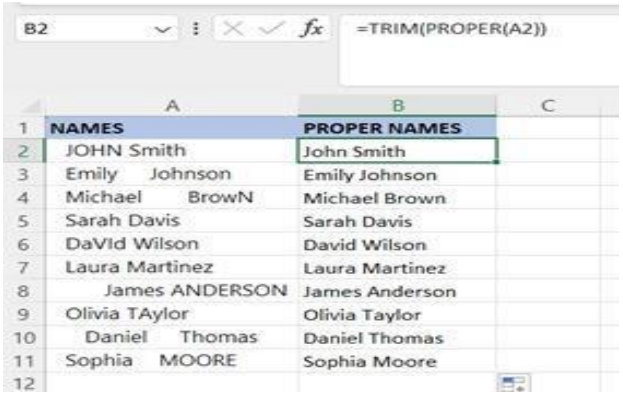
Sumit Vaidya (AI4123)

6) Changing case



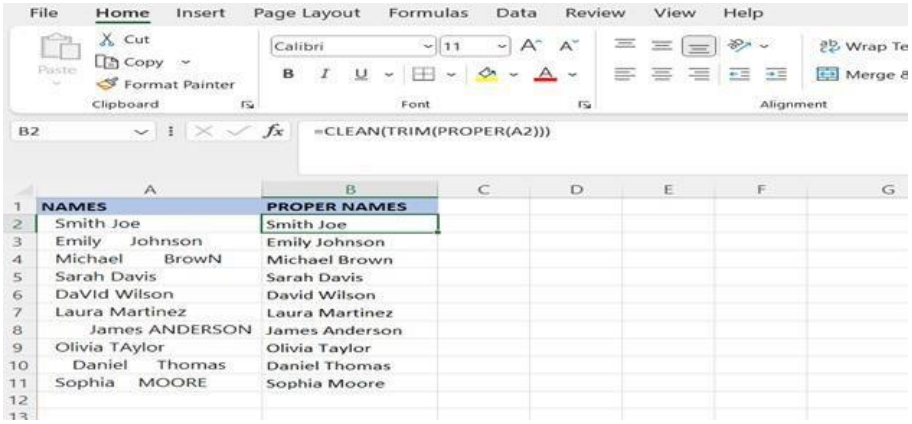
	C	D	E	F	G	H	I	J
	Emp Address	Emp Sal		Objects	Quantity			
nny	Pune	₹ 10,02,656.00		keyboard	2		KEYBOARD	
i	SBN	₹ 5,454.00		mouse	1		MOUSE	
	Mumbai	₹ 45,453.00		cupboard	6		CUPBOARD	
eler	Hwakins	₹ 4,53,235.00		pen	5		PEN	
	columbia	₹ 3,54,313.00		paint	9		PAINT	
ler	Delhi	₹ 53,13,513.00		pens	8		PENS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

7) Removing spaces



	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



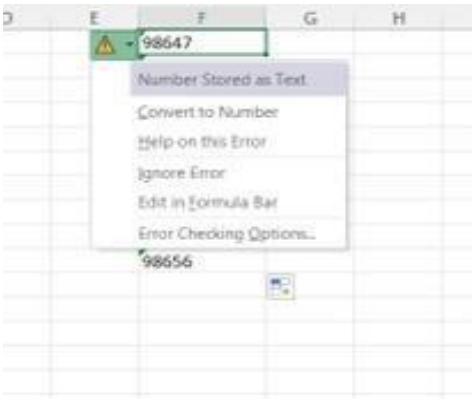
	A	B	C	D	E	F	G
1	NAMES	PROPER NAMES					
2	Smith Joe	Smith Joe					
3	Emily Johnson	Emily Johnson					
4	Michael BrowN	Michael Brown					
5	Sarah Davis	Sarah Davis					
6	DaVId Wilson	David Wilson					
7	Laura Martinez	Laura Martinez					
8	James ANDERSON	James Anderson					
9	Olivia TAylor	Olivia Taylor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

8) Merging and Splitting

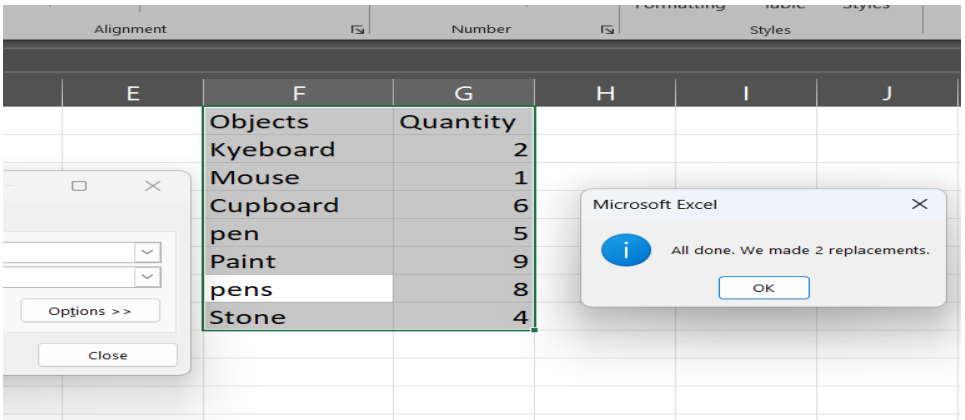
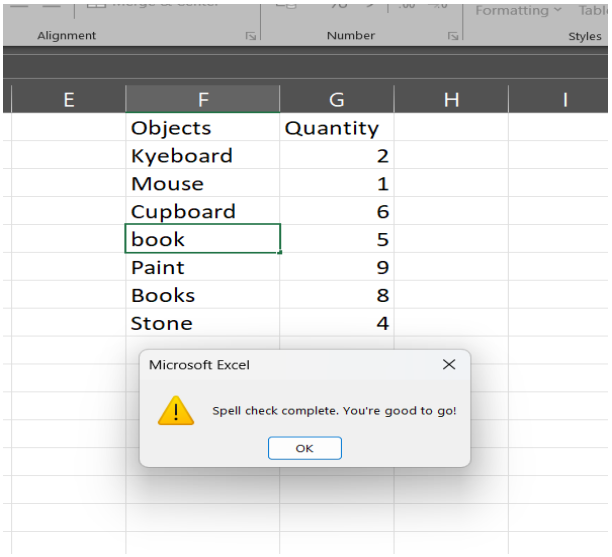
C2 =CONCAT(A2,B2)

	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