

Excel Assignment 4

1. What is the benefit of Microsoft 365?

ANS:

1. Explore and Integrate
2. Collaborate Anywhere Anytime
3. Stay Up and Running ALWAYS
4. Flexibility
5. Single Sign-on (SSO)
6. Support
7. Security
8. No Licensing Issues
9. Get Organized
10. Real-time Collaboration

2. Use two datasets and perform join on specific columns.

ANS:

1. On your Excel ribbon, go to the Ablebits tab > Merge group, and click the Combine Sheets button:
2. Select all the worksheets you want to merge into one. ...
3. Choose the columns you want to combine, Order ID and Seller in this example:
4. Select additional options, if needed.

3. How to perform string formatting in excel. Demonstrate it with examples?

ANS:

You can apply any formatting you want to a number as long as it's a format **that** Excel recognizes. For example, you can enter this formula into Excel to display \$99: =TEXT(99.21,"\$#,###") You can enter this formula into Excel to display 9921%: =TEXT(99.21,"0%")

4.Create an advance expense distributor in excel.Example: Consider expenses of a person who will be entered in excel at the same time expenses must be evenly distributed among all people with the amount of money each person should return/ receive. ?

ANS:

To include people in the split for an expense, just **put an "X" in the cell under their name**. A person can pay for an expense without participating – just don't put an "X" under his/her name! When everything is entered, you will see who underpaid and who overpaid in the row labeled "Total Debt/Income".

5.Create reports to generate mark sheets of students in excel where percentages and addition of marks should be done using formulas.

ANS:

STEP : 1. First go to file menu and choose new sub menu and select work sheet option and click ok. STEP : 2. Enter the fields Reg No, students name, subject-Tamil, English, Maths, Science, Social, Total, Average, Result and grade. STEP : 3. Enter the Register number, names, and marks and grade. STEP : 4. To find the total, Enter the Formula = sum (ex: C3:H3) this will give the total at the marks. STEP : 5. Enter the formula in the formula bar finding average . =average (total/no of subjects) STEP : 6. In the result column type the formula in the formula menu as = IF(AND (Tamil>=40,English>=40,Maths>=40,Science>=40,Science>=40),"pass","fail") the result of the student will be displayed. STEP : 7. In the grade column the formula in the formula bar =IF(cellNo>=100,"Distinction",IF(cell No>=60,"First",IF(cell No>=50,"SE(NO)",IF(cell No>=40,"NIL"). This will give the grade of the student. STEP : 8. save the file. RESULT: Thus student mark