
MS-Excel Assignments

MS-Excel Assignments 2

1. Open new Excel workbook
2. Type “sunday” in cell A1
3. Select cells from A1 to G1
4. Click on Home->Editing->Fill->Series->Autofill
5. Fill selected cells with week days
6. Select Range A1:A7
7. Fill selected cells with week days as above
8. Repeat above step for remaining columns B to G
9. Click on Home->Editing->Find & Select -> Replace
10. Change all “Sunday” to “Holy Day”
11. Select Range A1:G8
12. Click on Data->Sort & Filter -> Sort
13. Sort values according to column A
14. Click on Data->Sort & Filter -> Filter
15. Click on Arrow Mark at Column E
16. Select text filters -> begins with
17. Give begin with letter as ‘T’
18. Show Values in Column E starting with letter ‘T’
19. Click on Data->Data Tools-> Remove Duplicates
20. Select all columns -> OK
21. Remove Duplicate values from selected list
22. Save This File