

**Course
&
Test Series**

 **CBSE**

 **ICSE**

 **NTSE**

 **Banking &
Insurance**

 **Central Govt.
Service**

 **State Govt.
Services**

 **LAW
Entrance**

 **MBA
Entrance**

 **Railways & Metro
Services**

...many more

abhyasonline.in

Self-Made Assignment - MS Excel

Using alignment wrap text and merge of cells in MS Excel

Make this data in Excel

F	G	H	I	J
Incident Type	Incident Location	Affected people	Responsible Department	Incident Description (Given By Staff)
Medication Error ▾	Ward 10	patient name	Ward 10	this is how it happened
Patient Fall ▾	Ward 2B	patient name	Ward 2B	this is how it happened
Equipment Dama ▾	Ward 1A	none	Ward 1A	this is how it happened
Pressure Ulcer ▾	Reception	staff name	Facilities Management	this is how it happened
Medication Error ▾	Ward 10	patient name	Ward 10	this is how it happened
Patient Fall ▾	Ward 2B	patient name	Ward 2B	this is how it happened
Patient Identical ▾	Ward 1A	none	Ward 1A	this is how it happened
Pressure Ulcer ▾	Reception	staff name	Facilities Management	this is how it happened
Medication Error ▾	Ward 10	patient name	Ward 10	this is how it happened
Patient Fall ▾	Ward 2B	patient name	Ward 2B	this is how it happened
Security ▾	Ward 1A	none	Ward 1A	this is how it happened
Pressure Ulcer ▾	Reception	staff name	Facilities Management	this is how it happened
Medication Error ▾	Ward 10	patient name	Ward 10	this is how it happened
Patient Fall ▾	Ward 2B	patient name	Ward 2B	this is how it happened
Loss or damage to ▾	Ward 1A	none	Ward 1A	this is how it happened
Pressure Ulcer ▾	Reception	staff name	Facilities Management	this is how it happened
Medication Error ▾	Ward 10	patient name	Ward 10	this is how it happened
Patient Fall ▾	Ward 2B	patient name	Ward 2B	this is how it happened
Pressure Ulcer ▾	Ward 1A	none	Ward 1A	this is how it happened
Harrassment ▾	Reception	staff name	Facilities Management	this is how it happened

Data recorded in an excel sheet format