

**Course  
&  
Test Series**

**Self-Made Assignment - MS Excel**

**Format Cells in MS Excel**

**Add the given Dataset and follow the instructions given below based on Format Cells**  
**Using Date and Time Formatting**

Date	Time	Day of Week	Hour	Minutes	Events
01-02-2025	12:30 PM	Thursday	18	30	Global Tech Summit 2025
02-02-2025	10:00 AM	Friday	10	45	Annual Cultural Fest
03-02-2025	2:15 PM	Saturday	14	15	Startup Pitch Day
04-02-2025	6:00 PM	Sunday	18	14	Chess Championship
05-02-2025	9:45 AM	Monday	29	45	Health and Wellness Expo
06-02-2025	11:30 AM	Tuesday	11	30	AI and Robotics Conference
07-02-2025	3:20 PM	Wednesday	15	20	Literature and Arts Gala
08-02-2025	7:50 AM	Thursday	17	10	Renewable Energy Forum
09-02-2025	1:45 PM	Friday	13	45	Space Exploration
10-02-2025	5:30 PM	Saturday	17	30	Food and Culinary Festival
11-02-2025	12:00 PM	Sunday	12	34	Music and Dance Extravaganza
12-02-2025	4:50 PM	Monday	16	50	National Science Fair
13-02-2025	9:00 AM	Tuesday	9	34	Marathon for a Cause
14-02-2025	2:00 PM	Wednesday	14	45	Global Business Leadership

**Instructions/Tasks:**

1. Column 1:

Type the date 01-01-2025 and select all the cells in which you have to write the date and then go to More number format under format cells and select Date choose in type those format in which **day** is also include. For example: **1 February 2025.**

2. Column 2:

Type the Time 08:30 AM and select all the cells in which you have to write the time and then go to More number format under format cells and Select choose in type those format in which **second** is also include. For example: **12:30:00 AM.**

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After formatting the cells data will look like:

Date	Time	Day of Week	Hour	Minutes	Events
1 February 2025	12:30:00 PM	Thursday	18	30	Global Tech Summit 2025
2 February 2025	10:00:00 AM	Friday	10	45	Annual Cultural Fest
3 February 2025	02:15:00 PM	Saturday	14	15	Startup Pitch Day
4 February 2025	06:00:00 PM	Sunday	18	14	Chess Championship
5 February 2025	09:45:00 AM	Monday	29	45	Health and Wellness Expo
6 February 2025	11:30:00 AM	Tuesday	11	30	AI and Robotics Conference
7 February 2025	03:20:00 PM	Wednesday	15	20	Literature and Arts Gala
8 February 2025	07:50:00 AM	Thursday	17	10	Renewable Energy Forum
9 February 2025	01:45:00 PM	Friday	13	45	Space Exploration
10 February 2025	05:30:00 PM	Saturday	17	30	Food and Culinary Festival
11 February 2025	12:00:00 PM	Sunday	12	34	Music and Dance Extravaganza
12 February 2025	04:50:00 PM	Monday	16	50	National Science Fair
13 February 2025	09:00:00 AM	Tuesday	9	34	Marathon for a Cause
14 February 2025	02:00:00 PM	Wednesday	14	45	Global Business Leadership

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