

**Course
&
Test Series**

Self-Made Assignment - MS Excel

Formatting Cells in MS Excel

**Add the given Dataset and follow the instructions given below based on Format Cells
Using Number, Currency and Accounting Formatting**

ID	Item	Quantity (Number)	Unit Price (Currency)	Total (Currency)	Outstanding Amount (Accounting)	Payment Status	Payment Date
T001	Laptops	5	-50,000	- 2,50,000	50,000	Partially Paid	20-01-2025
T002	Mobile Phones	10	15,000	1,50,000	0	Paid	15-01-2025
T003	Tablets	-8	20,000	- 1,60,000	40,000	Partially Paid	18-01-2025
T004	Headphones	20	2,000	40,000	0	Paid	12-01-2025
T005	Keyboards	15	- 1,500	- 22,500	5,000	Partially Paid	22-01-2025
T006	Monitors	-7	12,000	- 84,000	0	Paid	10-01-2025
T007	Printers	4	- 18,000	- 72,000	10,000	Partially Paid	23-01-2025
T008	USB Drives	50	500	25,000	0	Paid	11-01-2025
T009	Webcams	-12	-3,000	36,000	6,000	Partially Paid	24-01-2025
T010	Power Banks	25	1,200	30,000	0	Paid	14-01-2025
T011	Routers	10	- 2,500	- 25,000	0	Paid	13-01-2025
T012	External Hard Drives	-6	6,000	- 36,000	12,000	Partially Paid	25-01-2025

Instructions/Tasks:

1. Column 3:

Type all the numbers in column 3 as given in the dataset. Select all numbers in which you want to apply the formatting. Right Click, Choose format cells, under Number Category – choose **Negative Number Show in Red Color**. For example: -128 after formatting will become **128**.

2. Column 4 & 5:

Type all the numbers in column 4 & 5 as given in the dataset. Select all numbers in which you want to apply the formatting. Right Click, Choose format cells, under Currency Category – choose **Negative Number Show in Red Color with minus sign** is included and add **₹Symbol**. For example: . For example: -50,000 after formatting will become **₹50,000**.

3. Column 6:

Type all the numbers in column 6 as given in the dataset. Select all numbers in which you want to apply the formatting. Right Click, Choose format cells, under Accounting Category –

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choose ₹ Symbol and add Decimal places to 1. For example: 50,000 after formatting will become ₹50,000.0

After formatting the cells data will look like:

ID	Item	Quantity (Number)	Unit Price (Currency)	Total (Currency)	Outstanding Amount (Accounting)	Payment Status	Payment Date
T001	Laptops	5	₹ -50,000	₹ -2,50,000	₹ 50,000.0	Partially Paid	20-01-2025
T002	Mobile Phones	10	₹ 15,000	₹ 1,50,000	₹ -	Paid	15-01-2025
T003	Tablets	8	₹ 20,000	₹ -1,60,000	₹ 40,000.0	Partially Paid	18-01-2025
T004	Headphones	20	₹ 2,000	₹ 40,000	₹ -	Paid	12-01-2025
T005	Keyboards	15	₹ -1,500	₹ -22,500	₹ 5,000.0	Partially Paid	22-01-2025
T006	Monitors	7	₹ 12,000	₹ -84,000	₹ -	Paid	10-01-2025
T007	Printers	4	₹ -18,000	₹ -72,000	₹ 10,000.0	Partially Paid	23-01-2025
T008	USB Drives	50	₹ 500	₹ 25,000	₹ -	Paid	11-01-2025
T009	Webcams	12	₹ -3,000	₹ 36,000	₹ 6,000.0	Partially Paid	24-01-2025
T010	Power Banks	25	₹ 1,200	₹ 30,000	₹ -	Paid	14-01-2025
T011	Routers	10	₹ -2,500	₹ -25,000	₹ -	Paid	13-01-2025
T012	External Hard Drives	6	₹ 6,000	₹ -36,000	₹ 12,000.0	Partially Paid	25-01-2025

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