

**Course
&
Test Series**

 **CBSE**

 **ICSE**

 **NTSE**

 **Banking &
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 **Central Govt.
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Self-Made Assignment - MS Excel

Use of Upper, Lower, Left and Right Function in MS Excel

Make this Dataset

	A	B	C	D	E	F	G
1	Emp ID	First Name	Last Name	Department	Salary (INR)	Full Name (UPPER)	Department (lower)
2	20001	Aman	Gupta	HR	45,000		
3	20002	Neha	Sharma	Finance	55,000		
4	20003	Rohan	Mehta	IT	75,000		
5	20004	Pooja	Verma	Marketing	48,000		
6	20005	Kunal	Das	Operations	50,000		
7	20006	Sneha	Iyer	Sales	60,000		
8	20007	Varun	Reddy	IT	80,000		
9	20008	Anjali	Nair	HR	47,000		
10	20009	Rajesh	Pillai	Finance	53,000		
11	20010	Meera	Bose	Marketing	49,000		

Tasks:

1. Full Name:
=UPPER(C3&" "&D3)
2. Department:
=LOWER(E3)
3. Create a new column that shows only the **first letter** of the first name. using left Function =LEFT(C3,1)

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Data will look like:

	A	B	C	D	E	F	G	
	Emp ID	First Name	Last Name	Department	Salary (INR)	Full Name (UPPER)	Department (lower)	Name (First Letter)
1								
2	20001	Aman	Gupta	HR	45,000	AMAN GUPTA	hr	A
3	20002	Neha	Sharma	Finance	55,000	NEHA SHARMA	finance	N
4	20003	Rohan	Mehta	IT	75,000	ROHAN MEHTA	it	R
5	20004	Pooja	Verma	Marketing	48,000	POOJA VERMA	marketing	P
6	20005	Kunal	Das	Operations	50,000	KUNAL DAS	operations	K
7	20006	Sneha	Iyer	Sales	60,000	SNEHA IYER	sales	S
8	20007	Varun	Reddy	IT	80,000	VARUN REDDY	it	V
9	20008	Anjali	Nair	HR	47,000	ANJALI NAIR	hr	A
10	20009	Rajesh	Pillai	Finance	53,000	RAJESH PILLAI	finance	R
11	20010	Meera	Bose	Marketing	49,000	MEERA BOSE	marketing	M

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