

**Course
&
Test Series**

 **CBSE**

 **ICSE**

 **NTSE**

 **Banking &
Insurance**

 **Central Govt.
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 **State Govt.
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 **LAW
Entrance**

 **MBA
Entrance**

 **Railways & Metro
Services**

...many more

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Self-Made Assignment - MS EXCEL

Use of TRANSPOSE and HYPERLINK Function in MS Excel

Dataset:

Employee ID	Name	Department	Email	Salary
101	Rajesh Kumar	HR	rajesh.hr@email.com	50000
102	Priya Sharma	IT	priya.it@email.com	65000
103	Amit Verma	Finance	amit.fin@email.com	55000
104	Sneha Gupta	Marketing	sneha.mkt@email.com	60000
105	Vikram Joshi	IT	vikram.it@email.com	70000
106	Nidhi Saxena	Sales	nidhi.sales@email.com	58000
107	Piyush Mehra	Finance	piyush.fin@email.com	56000
108	Ananya Roy	HR	ananya.hr@email.com	52000
109	Rohit Das	IT	rohit.it@email.com	73000
110	Kiran Pandey	Marketing	kiran.mkt@email.com	62000
111	Suresh Nair	IT	suresh.it@email.com	68000
112	Meena Kapoor	HR	meena.hr@email.com	53000
113	Arjun Reddy	Finance	arjun.fin@email.com	59000
114	Ritu Sharma	Marketing	ritu.mkt@email.com	61000
115	Manish Tiwari	Sales	manish.sales@email.com	57000

Tasks:

Use Transpose to Convert Rows into Columns

- Copy the given dataset and use the **Transpose** feature to switch rows into columns.

Create Hyperlinks for Email Addresses

- Insert hyperlinks for each employee's **Email** using the **HYPERLINK** function.
 Example: **=HYPERLINK("mailto:rajesh.hr@email.com", "Email Rajesh")**

Insert a Hyperlink to an External File

- Insert a hyperlink that opens a document stored on your system (Open another excel file).
 Example:
=HYPERLINK("C:\Users\Documents\EmployeeDetails.xlsx", "Open Employee File").

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Resultant Dataset:

Employee ID	101	102	103	.	.	114	115
Name	Rajesh Kumar	Priya Sharma	Amit Verma	.	.	Ritu Sharma	Manish Tiwari
Department	HR	IT	Finance	.	.	Marketing	Sales
Email	rajesh.hr@email.com	priya.it@email.com	amit.fin@email.com	.	.	ritu.mkt@email.com	manish.sales@email.com
Salary	50000	65000	55000	.	.	61000	57000

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