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&
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Self-Made Assignment - MS Excel

Overview of All Menus in MS Excel

Employee Records				
Employee ID	Name	Age	City	Occupation
101	Aarav Sharma	28	Delhi	Software Engineer
102	Priya Iyer	34	Mumbai	Teacher
103	Rohit Kumar	25	Bangalore	Data Analyst
104	Neha Patel	30	Ahmedabad	Doctor
105	Vikram Singh	40	Jaipur	Architect
106	Anjali Gupta	27	Kolkata	Marketing Manager
107	Arjun Reddy	33	Hyderabad	Lawyer
108	Deepika Joshi	29	Pune	Manager
109	Karan Mehra	35	Chennai	Engineer
110	Shalini Verma	32	Lucknow	Research Scientist

- Using Font Group:** Change the font of the "Name" column to **Arial**, size **12**, for all the employees in the dataset?
- Using Font Group:** Change the font color of the "Occupation" column to **green** for all employees working as a "Software Engineer"?
- Using Alignment Group:** Center-align the text in the "City" column for all employees in the dataset?
- Using Alignment Group:** Make the text in the "Name" column wrap so that full names like "Aarav Sharma" and "Shalini Verma" are visible without cutting off?
- Using Cell Group:** Insert a new row above **Employee ID 104** (Neha Patel) for a new employee?
- Using Cell Group:** Delete the row corresponding to **Employee ID 109** (Karan Mehra) from the dataset?
- Using Clipboard Group:** Copy the "City" column from rows **1 to 5** and paste it into a new column next to the "Occupation" column without copying the formatting?
- Using Styles Group:** Apply conditional formatting to highlight the "Age" cells in **red** if the employee's age is greater than **35**?
Hint:
 - Select the "Age" column (Column C).
 - In the **Home** tab, click **Conditional Formatting > New Rule**.
 - Choose **Format only cells that contain**, set the condition to **greater than 35**, and choose a **red fill** under the **Format** button.
- Using Styles Group:** How can you apply a rule to the "Occupation" column to highlight all employees whose occupation is "Engineer" with a **light yellow background**?
Hint:
 - Select the "Occupation" column (Column E).
 - In the **Home** tab, click **Conditional Formatting > New Rule**.
 - Choose **Format only cells that contain**, set the condition to **equal to** and type "Engineer", then apply a **light yellow fill**.