

**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, Time and Custom Formatting**

Date	Time	Date & Time	Day of Week	Hour	Minutes	Event
01-01-2025	8:30 AM	01-01-2025 08:30	Wednesday	8	30	New Year Meeting
02-01-2025	10:00 AM	02-01-2025 10:00	Thursday	10	0	Team Discussion
03-01-2025	2:15 PM	03-01-2025 14:15	Friday	14	15	Client Presentation
04-01-2025	6:00 PM	04-01-2025 18:00	Saturday	18	0	Project Deadline
05-01-2025	9:45 AM	05-01-2025 09:45	Sunday	9	45	Feedback Review
06-01-2025	11:30 AM	06-01-2025 11:30	Monday	11	30	Budget Planning
07-01-2025	3:20 PM	07-01-2025 15:20	Tuesday	15	20	Team Outing
08-01-2025	7:10 AM	08-01-2025 07:10	Wednesday	7	10	Morning Briefing
09-01-2025	1:45 PM	09-01-2025 13:45	Thursday	13	45	Training Session
10-01-2025	5:30 PM	10-01-2025 17:30	Friday	17	30	Weekly Recap
11-01-2025	12:00 PM	11-01-2025 12:00	Saturday	12	0	Client Follow-up
12-01-2025	4:50 PM	12-01-2025 16:50	Sunday	16	50	Budget Review
13-01-2025	9:00 AM	13-01-2025 09:00	Monday	9	0	Weekly Planning
14-01-2025	2:00 PM	14-01-2025 14:00	Tuesday	14	0	Mid-Month Check-In

**Instructions/Tasks:**

- 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: **Wednesday, 1 January, 2025.**
- 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

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those format in which **second** is also include. For example: **08:30:00 AM.**

3. Column 3:

Type =A2+B2 and press enter and select all the cells in which you have to write Date & Time and then go to More number format under format cells and select custom and type in search box **yyyy-mm-dd hh:mm:ss** and click OK.

**After formatting the cells data will look like:**

Date	Time	Date & Time	Day of Week	Hour	Minutes	Event
Wednesday, 1 January, 2025	08:30:00 AM	01-01-2025 08:30:00	Wednesday	8	30	New Year Meeting
Thursday, 2 January, 2025	10:00:00 AM	02-01-2025 10:00:00	Thursday	10	0	Team Discussion
Friday, 3 January, 2025	02:15:00 PM	03-01-2025 14:15:00	Friday	14	15	Client Presentation
Saturday, 4 January, 2025	06:00:00 PM	04-01-2025 18:00:00	Saturday	18	0	Project Deadline
Sunday, 5 January, 2025	09:45:00 AM	05-01-2025 09:45:00	Sunday	9	45	Feedback Review
Monday, 6 January, 2025	11:30:00 AM	06-01-2025 11:30:00	Monday	11	30	Budget Planning
Tuesday, 7 January, 2025	03:20:00 PM	07-01-2025 15:20:00	Tuesday	15	20	Team Outing
Wednesday, 8 January, 2025	07:10:00 AM	08-01-2025 07:10:00	Wednesday	7	10	Morning Briefing
Thursday, 9 January, 2025	01:45:00 PM	09-01-2025 13:45:00	Thursday	13	45	Training Session
Friday, 10 January, 2025	05:30:00 PM	10-01-2025 17:30:00	Friday	17	30	Weekly Recap
Saturday, 11 January, 2025	12:00:00 PM	11-01-2025 12:00:00	Saturday	12	0	Client Follow-up

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Sunday, 12 January, 2025	04:50:00 PM	12-01-2025 16:50:00	Sunday	16	50	Budget Review
Monday, 13 January, 2025	09:00:00 AM	13-01-2025 09:00:00	Monday	9	0	Weekly Planning
Tuesday, 14 January, 2025	02:00:00 PM	14-01-2025 14:00:00	Tuesday	14	0	Mid-Month Check-In

