

**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 Custom Formatting**

Custom Formatting

Input Data (Number)	Output Data	Input data (Mobile Number)	Output Data	Input data (Sales Unit)	Output Data	Input data (Pin Code)	Output Data
1	01	9874561232	+91 9874561232	50	50 Pcs.	879456321	879-456-321
2		7894586152		45		456987123	
3		7418520963		65		885522336	
4		2588147369		52		778899445	
5		7896541230		45		445566778	
6		3210654789		12		225588774	
7		9517538520		32		445566992	
8		4569871230		85		112233445	
9		8574963210		45		556677889	
10		3216548097		42		778899665	
11		7534201987		77		112288997	
12		1252528974		88		554478963	

Instructions/ Tasks:

- Column 2:
Type all the data in column 2 given in Column 1, Select all the data in column 2 and then Press Ctrl 1, Go to Custom and Type **"0"#**
For example : 1 after formatting look like 01.
- Column 4:
Type all the data in column 4 given in Column 3, Select all the data in column 4 and then Press Ctrl 1, Go to Custom and Type **" +91" #**
For example : 9874561232 after formatting look like +91 9874561232.
- Column 6:
Type all the data in column 6 given in Column 5, Select all the data in column 6 and then Press Ctrl 1, Go to Custom and Type **# "pcs."**
For example : 50 after formatting look like 50 pcs.
- Column 8:
Type all the data in column 8 given in Column 7, Select all the data in column 8 and then Press Ctrl 1, Go to Custom and Type **### - ### - ###**
For example : 879456321 after formatting look like 879-456-321 .

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After formatting the cells data will look like:

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Input Data (No.)	Output Data	Input data (Mobile Number)	Output Data	Input data (Sales Unit)	Output Data	Input data (Pin Code)	Output Data
1	01	9874561232	+91 9874561232	50	50 Pcs.	879456321	879-456-321
2	02	7894586152	+91 7894586152	45	45 Pcs.	456987123	456-987-123
3	03	7418520963	+91 7418520963	65	65 Pcs.	885522336	885-522-336
4	04	2588147369	+91 2588147369	52	52 Pcs.	778899445	778-899-445
5	05	7896541230	+91 7896541230	45	45 Pcs.	445566778	445-566-778
6	06	3210654789	+91 3210654789	12	12 Pcs.	225588774	225-588-774
7	07	9517538520	+91 9517538520	32	32 Pcs.	445566992	445-566-992
8	08	4569871230	+91 4569871230	85	85 Pcs.	112233445	112-233-445
9	09	8574963210	+91 8574963210	45	45 Pcs.	556677889	556-677-889
10	010	3216548097	+91 3216548097	42	42 Pcs.	778899665	778-899-665
11	011	7534201987	+91 7534201987	77	77 Pcs.	112288997	112-288-997
12	012	1252528974	+91 1252528974	88	88 Pcs.	554478963	554-478-963

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 -  **ICSE**
 -  **NTSE**
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