

**Course
&
Test Series**

Self-Made Assignment - MS Excel

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

Make this Dataset

	A	B	C	D	E
	Inventory Management with Pricing & Stock Analysis				
	Item No	Item Name	Category	Price (INR)	Stock Quantity
1	10001	Book 01	Stationery	250	120
2	10002	Desk 02	Furniture	4500	20
3	10003	Lamp 03	Electronics	1200	35
4	10004	Fans 04	Electronics	1800	50
5	10005	Cook 05	Kitchenware	850	40
6	10006	Milk 06	Grocery	60	500
7	10007	Ring 07	Jewelry	1500	25
8	10008	Gold 08	Jewelry	55000	10
9	10009	Iron 09	Appliances	2000	30
10	10010	Chip 10	Electronics	500	100
11	10011	Bell 11	Home Decor	300	45
12	10012	Bolt 12	Hardware	50	200
13	10013	Brim 13	Fashion	700	60
14	10014	Cane 14	Furniture	2500	15
15	10015	Card 15	Stationery	150	90
16	10016	Chop 16	Kitchenware	120	75
17	10017	Clip 17	Stationery	30	300
18	10018	Coat 18	Fashion	3200	25
19	10019	Drum 19	Music	7500	12
20	10020	File 20	Stationery	120	110
21	10021	Foam 21	Furniture	3400	20
22	10022	Glue 22	Stationery	40	250
23	10023	Hose 23	Hardware	600	80
24	10024	Jars 24	Kitchenware	300	150
25	10025	Keys 25	Hardware	200	90
26	10026	Lens 26	Electronics	4500	15
27	10027	Lock 27	Hardware	700	40
28	10028	Nail 28	Hardware	15	500
29	10029	Pens 29	Stationery	50	300
30	10030	Rope 30	Hardware	150	200

 **Banking & Insurance**

 **Central Govt. Service**

 **State Govt. Services**

 **LAW Entrance**

 **MBA Entrance**

 **Railways & Metro Services**

...many more

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

Tasks:

1. In a New Column Write only last three Digit of Item Name.
Using Right Function.
2. In a New Column Write Only First Four Letters of Item Name.
Using Left Function.
3. Use Concatenate Function to add the Category with Name (use left function name Column).

CBSE

ICSE

NTSE

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Data will look like:

	A	B	C	D	E	F	G	H
	Inventory Management with Pricing & Stock Analysis							
	Item No	Item Name	Category	Price (INR)	Stock Quantity	Right Function	Left Function	Name with Category
1	10001	Book 01	Stationery	250	120	001	Book	Book-Stationery
2	10002	Desk 02	Furniture	4500	20	002	Desk	Desk-Furniture
3	10003	Lamp 03	Electronics	1200	35	003	Lamp	Lamp-Electronics
4	10004	Fans 04	Electronics	1800	50	004	Fans	Fans-Electronics
5	10005	Cook 05	Kitchenware	850	40	005	Cook	Cook-Kitchenware
6	10006	Milk 06	Grocery	60	500	006	Milk	Milk-Grocery
7	10007	Ring 07	Jewelry	1500	25	007	Ring	Ring-Jewelry
8	10008	Gold 08	Jewelry	55000	10	008	Gold	Gold-Jewelry
9	10009	Iron 09	Appliances	2000	30	009	Iron	Iron-Appliances
10	10010	Chip 10	Electronics	500	100	010	Chip	Chip-Electronics
11	10011	Bell 11	Home Decor	300	45	011	Bell	Bell-Home Decor
12	10012	Bolt 12	Hardware	50	200	012	Bolt	Bolt-Hardware
13	10013	Brim 13	Fashion	700	60	013	Brim	Brim-Fashion
14	10014	Cane 14	Furniture	2500	15	014	Cane	Cane-Furniture
15	10015	Card 15	Stationery	150	90	015	Card	Card-Stationery
16	10016	Chop 16	Kitchenware	120	75	016	Chop	Chop-Kitchenware
17	10017	Clip 17	Stationery	30	300	017	Clip	Clip-Stationery
18	10018	Coat 18	Fashion	3200	25	018	Coat	Coat-Fashion
19	10019	Drum 19	Music	7500	12	019	Drum	Drum-Music
20	10020	File 20	Stationery	120	110	020	File	File-Stationery
21	10021	Foam 21	Furniture	3400	20	021	Foam	Foam-Furniture
22	10022	Glue 22	Stationery	40	250	022	Glue	Glue-Stationery
23	10023	Hose 23	Hardware	600	80	023	Hose	Hose-Hardware
24	10024	Jars 24	Kitchenware	300	150	024	Jars	Jars-Kitchenware
25	10025	Keys 25	Hardware	200	90	025	Keys	Keys-Hardware
26	10026	Lens 26	Electronics	4500	15	026	Lens	Lens-Electronics
27	10027	Lock 27	Hardware	700	40	027	Lock	Lock-Hardware
28	10028	Nail 28	Hardware	15	500	028	Nail	Nail-Hardware
29	10029	Pens 29	Stationery	50	300	029	Pens	Pens-Stationery
30	10030	Rope 30	Hardware	150	200	030	Rope	Rope-Hardware

...many more

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