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Self-Made Assignment -MS Excel

Use of Date, Day and Days function in MS Excel

Dataset:

Employee Name	Joining Date	Probation End Date	Day of Joining	Days on Probation
Rajesh Kumar	15-01-25	15-04-25	15	90
Priya Deshmukh	20-01-25	20-04-25	?	?
Ankit Agarwal	01-02-25	01-05-25	?	?
Sunita Sharma	05-02-25	05-05-25	?	?
Raghav Iyer	01-03-25	01-06-25	?	?
Anjali Singh	10-03-25	10-06-25	?	?
Vikram Patel	01-04-25	01-07-25	?	?
Meenal Reddy	10-04-25	10-07-25	?	?
Devansh Joshi	01-05-25	01-08-25	?	?
Ayesha Khan	05-05-25	05-08-25	?	?
Amit Verma	01-06-25	01-09-25	?	?
Neha Gupta	10-06-25	10-09-25	?	?
Karan Mehta	01-07-25	01-10-25	?	?
Ritu Yadav	10-07-25	10-10-25	?	?
Gaurav Sinha	01-08-25	01-11-25	?	?

Tasks:

Use the DAY () Function:

In the "Day of Joining" column, use the formula **=DAY (cell)** to extract the day number from the "Joining Date"

e.g., **=DAY(B2)**

Use the DAYS () Function:

In the "Days on Probation" column, use the formula **=DAYS (Probation End Date, Joining Date)** to calculate the number of days between the "Joining Date" and "Probation End Date" (e.g., for row 2, the formula will be **=DAYS (C2, B2)**).

Format Dates Properly:

Ensure that the "Joining Date" and "Probation End Date" columns are formatted as dates in the "YYYY-MM-DD" format.



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Use of Date, Day and Days function in MS Excel

Resultant Dataset:

Employee Name	Joining Date	Probation End Date	Day of Joining	Days on Probation
Rajesh Kumar	15-01-25	15-04-25	15	90
Priya Deshmukh	20-01-25	20-04-25	20	90
Ankit Agarwal	01-02-25	01-05-25	1	89
Sunita Sharma	05-02-25	05-05-25	5	90
Raghav Iyer	01-03-25	01-06-25	1	92
Anjali Singh	10-03-25	10-06-25	10	92
Vikram Patel	01-04-25	01-07-25	1	91
Meenal Reddy	10-04-25	10-07-25	10	91
Devansh Joshi	01-05-25	01-08-25	1	92
Ayesha Khan	05-05-25	05-08-25	5	92
Amit Verma	01-06-25	01-09-25	1	92
Neha Gupta	10-06-25	10-09-25	10	92
Karan Mehta	01-07-25	01-10-25	1	92
Ritu Yadav	10-07-25	10-10-25	10	92
Gaurav Sinha	01-08-25	01-11-25	1	92

