

**Course  
&  
Test Series**

 **CBSE**

 **ICSE**

 **NTSE**

 **Banking &  
Insurance**

 **Central Govt.  
Service**

 **State Govt.  
Services**

 **LAW  
Entrance**

 **MBA  
Entrance**

 **Railways & Metro  
Services**

**...many more**

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**Self-Made Assignment - MS EXCEL**

**Use of TRANSPOSE and HYPERLINK Function in MS Excel**

**Dataset:**

<b>Employee ID</b>	<b>Name</b>	<b>Department</b>	<b>Email</b>	<b>Salary</b>
301	Rahul Sharma	HR	rahul.hr@email.com	51000
302	Aditi Verma	IT	aditi.it@email.com	67000
303	Suresh Nair	Finance	suresh.fin@email.com	56000
304	Meena Iyer	Marketing	meena.mkt@email.com	61000
305	Vishal Singh	IT	vishal.it@email.com	74000
306	Sneha Kapoor	Sales	sneha.sales@email.com	59000
307	Arjun Mehta	Finance	arjun.fin@email.com	58000
308	Pooja Das	HR	pooja.hr@email.com	53000
309	Nitin Kumar	IT	nitin.it@email.com	76000
310	Kavya Pandey	Marketing	kavya.mkt@email.com	63000
311	Sandeep Tiwari	IT	sandeep.it@email.com	69000
312	Anjali Malhotra	HR	anjali.hr@email.com	54000
313	Rohit Joshi	Finance	rohit.fin@email.com	60000
314	Tanvi Sharma	Marketing	tanvi.mkt@email.com	64000
315	Mohan Chauhan	Sales	mohan.sales@email.com	58000

**Tasks:**

**Use Transpose to Convert Rows into Columns**

- Copy the given dataset and use the **Transpose** feature to switch rows into columns.
- **Steps:**
  1. Copy the dataset.
  2. Select a new location in the sheet.
  3. Right-click → **Paste Special** → **Transpose**.

**Create Hyperlinks for Email Addresses**

- Insert hyperlinks for each employee's Email using the **HYPERLINK** function.
- **=HYPERLINK("mailto:rahul.hr@email.com", "Email Rahul")**

**Insert a Hyperlink to an External File**

- Insert a hyperlink that opens another **Excel file** stored on your system.
- **=HYPERLINK("C:\Users\Documents\CompanyRecords.xlsx", "Open Employee Records")**

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**Resultant Dataset:**

Field	301	302	303	...	314	315
Name	Rahul Sharma	Aditi Verma	Suresh Nair	...	Tanvi Sharma	Mohan Chauhan
Department	HR	IT	Finance	...	Marketing	Sales
Email	<a href="mailto:rahul.hr@email.com">rahul.hr@email.com</a>	<a href="mailto:aditi.it@email.com">aditi.it@email.com</a>	<a href="mailto:suresh.fin@email.com">suresh.fin@email.com</a>	...	<a href="mailto:tanvi.mkt@email.com">tanvi.mkt@email.com</a>	<a href="mailto:mohan.sales@email.com">mohan.sales@email.com</a>
Salary	51000	67000	56000	...	64000	58000

