

Basic Excel – Chapter 5.1 (PROJECT)

Project – You need to follow the below mentioned instructions and complete the projects with your instructor:

- Open Microsoft Excel (Follow the easiest and less time taking process).
- Choose Blank Workbook.
- Choose Blank Workbook Type the below mentioned data from cell A2

Account Number	Customer Name	Account Type	Balance	Bank Charges	Closing Balance
1100552210	Salil Jain	Current	12500	400	
1100552212	Vijay Kapoor	Current	5200	300	
1100552218	Yash Pal	FD	25000	500	
1100552219	Sahil Singh	FD	11000	400	
1100552213	Arjun Singh	Recurring	4000	300	
1100552214	Manoj Kumar	Recurring	15000	400	
1100552211	Vikas Sharma	Saving	7000	300	
1100552215	Vaibhav Sharma	Saving	8000	300	
1100552216	Gunjan Singh	Saving	20000	500	
1100552217	Manju Agarwal	Saving	18000	500	

- Formatting Data – Font: Book Antiqua, Size – 11 and 12 for headings, Bold text for headings, Apply Merge & Centre on A1:F1 cell range and type Account Details.
 - Best fit the contents where required Go to Cell Number D7 and change the value 4000 to 6000
 - Calculate Closing Balance by using suitable formula
 - Insert a new sheet by using shortcut key and rename the same with your name
 - Copy the database and paste the same in the new sheet
 - Create a Folder in Drive D with your name followed by your student code and save the workbook.
 - Now Close the workbook.
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