University of Mianwali (UMW)

Lab Manual

Introduction to Information & Communication Technologies

Course Instructor	Anwar khan
Lab Instructor(s)	Mr.Khan
Class-Section	
Semester	BS 2nd

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Week-01

Objectives

After performing this lab, students shall be able to:

- Use the auto complete function.
- Basic formatting.
- Using graph and pie charts.

Task List

Task-1 Auto complete and basic formatting

Create the table as per the given information and auto complete the first column. Also the format the table as shown below. Also format the columns for dollar currency.

MONTH	Sales	Expense	Profit
January	$ 50,000.00	$25,000.00	
February	$ 65,000.00	$ 23,000.00	
March	$ 80,360.00	$ 79,200.00	
April	$ 75,230.00	$ 80,500.00	
May	$ 89,560.00	$ 85,000.00	
June	$ 45,320.00	$ 25,300.00	
July	$ 23,000.00	$ 45,000.00	
August	$ 89,230.00	$ 55,261.00	
September	$ 78,230.00	$ 58,321.00	
October	$ 45,256.00	$ 50,356.00	
November	$ 23,789.00	$ 45,783.00	
December	$500,236.00	$ 45,289.00	
Total			

Task-2 Formula Calculation

Calculate the profit column by using the formula. Profit=Expense-Sales
Also calculate the total row by adding the values above. Make sure that the negative values are shown in this format -$5,270 not in brackets.

Task-3 Conditional Formatting

For all the negative values in the profit column apply the blue shading. Do not do this step manually. See the sample below

MONTH	Sales	Expense	Profit
January	$ 50,000.00	$25,000.00	$25,000

| February	$ 65,000.00	$ 23,000.00	
March	$ 80,360.00	$ 79,200.00	
April	$ 75,230.00	$ 80,500.00	-$5,270
May	$ 89,560.00	$ 85,000.00	
June	$ 45,320.00	$ 25,300.00	
July	$ 23,000.00	$ 45,000.00	
August	$ 89,230.00	$ 55,261.00	
September	$ 78,230.00	$ 58,321.00	
October	$ 45,256.00	$ 50,356.00	
November	$ 23,789.00	$ 45,783.00	
December	$500,236.00	$ 45,289.00	
Total	$1,165,211	$618,010	$547,201

Task-4 Create Chart

Create the chart of the sales, expenses and profit column excluding the total row. Show the axis, axis titles, chat title, gridlines and legend.
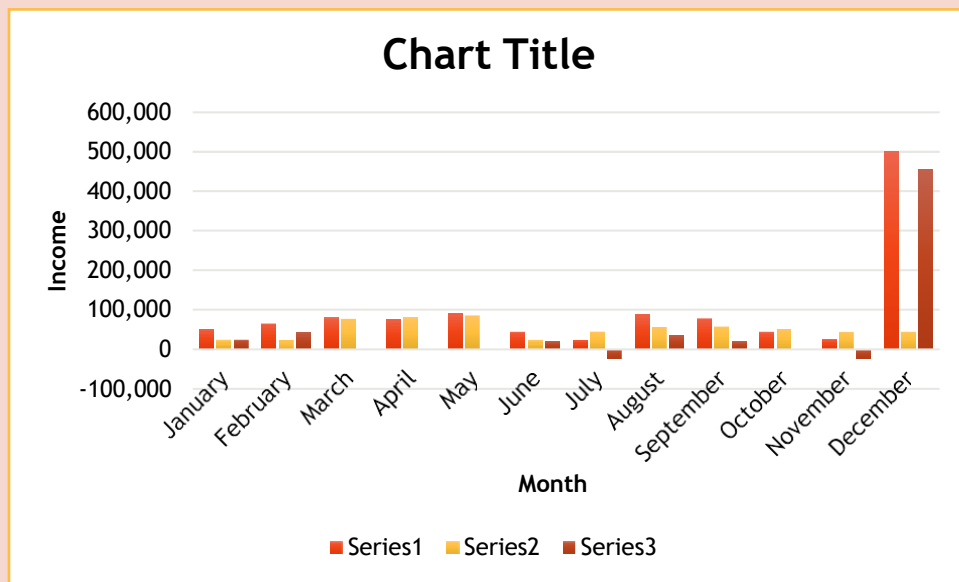
Task-5 Create a pie chart.

Task-6 Open MS word and create a Business Letter and then flyer or broucher.

Create the pie chart of the last row and format it as below.
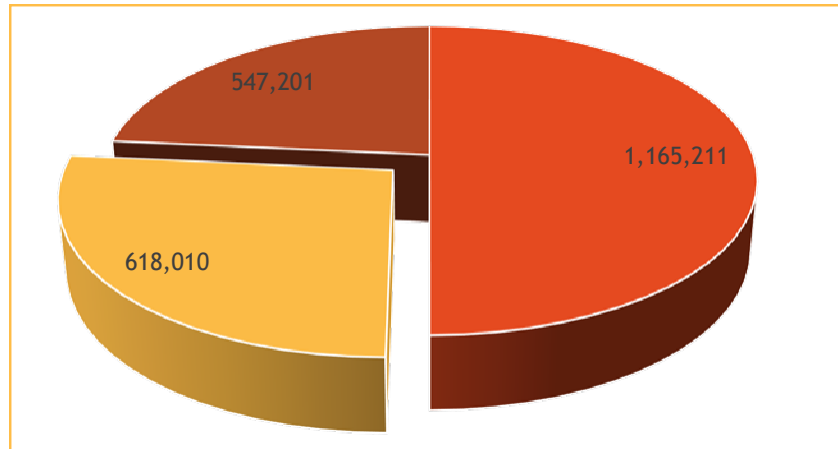
Save:

Save your file as a Word Document with the name "your Registration number-Lab1". (Use your actual registration number; don't just type 'your Registration number'!) and upload it on cuonline.